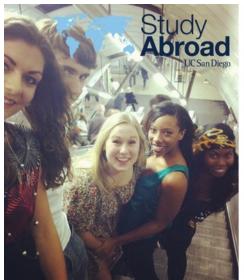
# GLOBAL SEMINARS HANDBOOK Summer Session 2019

Session 1: July 1, 2019 – August 3, 2019

Session 2: August 5, 2019 – September 7, 2019







#### Global Seminars Overview

UC San Diego Global Seminars are five-week long summer study abroad experiences led by a UCSD professor. Students enroll in a package of two courses for a total of eight UCSD quarter units. Class sizes are between 15–28 students, so there are excellent opportunities for one-on-one interaction with some of the best faculty at UCSD. All courses are taught in English.

The Global Seminar programs are created and managed through <u>UC San Diego Global Engagement</u>. Global Engagement manages all aspects of Global Seminars such as contract negotiations, processing of liability waivers, purchasing of international travel insurance, student recruitment via Info Sessions, etc.

Global Engagement is responsible for working with the faculty on course and program development and ensuring all international travel paperwork is in place prior to students, staff (when applicable) and faculty going abroad. Review of proposed courses by advisory committee is two years in advance of the program offering.

## Steps for Faculty Who Want to Teach a Global Seminar

Faculty who are interested in teaching a Global Seminar should begin the process by contacting Global Engagement and their Department Chair to discuss details of the program. Global Seminar programs take 1.5 years to prepare. Global Engagement sends out a call for proposals in April for the following summer.

2019 Global Seminars have already been approved.

April 2019 – Faculty Proposals are due for Summer 2020 Global Seminars.

Instructions on how faculty can submit a Global Seminar proposal are on the Global Engagement website: <a href="http://studyabroad.ucsd.edu/faculty/gs-request-for-proposals.html">http://studyabroad.ucsd.edu/faculty/gs-request-for-proposals.html</a>.

Faculty Proposals must include the following items:

- 1. Cover letter
- 2. Both course syllabi or course descriptions
- 3. List of excursions
- 4. Course Information Form
- 5. Department Approval Form
- 6. College Approval Form (If teaching a College core course.)
- 7. Faculty Information Form
- 8. Curriculum Vitae (CV)

## Department Steps

There are several general steps departments should follow to ensure a Global Seminar program can be offered during Summer Session:

- 1. Courses must be approved by Academic Senate and Department Chair.
- Department should submit a course proposal for Global Seminar courses along with their regular Summer Session courses to Summer Session by November 15, 2018. This will ensure courses are added to the Schedule of Classes on TritonLink.
- 3. Departments will follow standard Summer Session procedures for Global Seminar faculty.
  - Submit appointment files for any Emeriti (recall) faculty teaching Global Seminar courses.
  - Enter payroll PPS appointments for all department faculty teaching Global Seminars.
- 4. Departments will preauthorize students to enroll in Global Seminar courses.

## Timeline for Global Seminars

	Summer 2019	Summer 2019
	Global Seminars	Global Seminars
April 2018	Faculty Proposals Due	
May 2018	Global Seminar Review Committee	
	Reviews/Approves Proposals	
June 2018	DUE Reviews/Approves Global Seminar Proposals	
June-Sept 2018	Study Abroad secures Vendors	
	Departments submit eCourse approvals to Senate	
October 2018	Global Seminar courses submitted to Summer	
	Session for approval	
	Global Engagement begins student recruitment	
OctNov. 2018	Study Abroad finalizes contracts and budgets	
November 2018	Approval routing of Program Fee Requests. Sign-off	
	required from:	
	VCSA – John Hughes	
	Summer Session – Becky Arce	
	DUE – John Moore	
	CBO – Kim Chi Le	
Dec 2018-Jan 2019	Departments notified of fee approvals	
	Summer Session coordinates with Registrar to post	
	Program Fees	
March 2019	Global Seminars with low enrollment will be	
	cancelled.	
April 2019	Students enroll in courses	Faculty Proposals Due
	Fees are posted to student accounts	
May 2019	Financial Aid window opens	Global Seminar Review Committee
		Reviews/Approves Proposals
July – August 2019	Global Seminars are held during Session 1 and	DUE Reviews/Approves Global Seminar
	Session 2	Proposals
		Study Abroad secures Vendors
		Steps continue as shown for 2019 Global
		Seminars

- Summer Session serves as liaison with central administrative offices such as CBO, Vice Chancellor office, Student Business Services, General Accounting, and Office of the Registrar.
- Once the program fee is approved, Summer Session will coordinate with Office of the Registrar to ensure the program fee is posted to the Schedule of Classes on TritonLink and attached to the course enrollment.
- Both the tuition and program fees will be assessed together onto student accounts.

## Student Payments

#### **Deposits**

Students may be required to submit a \$250 non-refundable deposit payment prior to enrollment. Global Engagement must create deposit headers for all deposits received. This process is required to allow the student accounts to accept the deposits and ensure payment is credited to Global Engagement.

(For the deposit header, **do not** enter a minimum balance or release date. Neither is necessary due an automatic application of payments after Global Seminar program fees assessment.)

Once Summer tuition and program fee assessment occurs in individual student accounts, the deposits will automatically release into the student accounts to offset a portion of the \$500 Administrative Fee. This action will essentially move funds from the clearing account and into the department account.

#### Student Enrollment and Payment

- 1. Student applies to Global Seminar program.
- 2. Student is accepted.
- 3. Student pays the deposit to Global Engagement.
- 4. Global Engagement updates the student records by creating deposit headers.
- 5. Departments will pre-authorize students to enroll in the courses.
- 6. Once enrollment opens for Summer in mid-April, the preauthorized students may enroll.
- 7. Students must pay the Summer tuition and program fee balance on their accounts before billing due date.
- 8. Summer Session communicates with Global Engagement prior to program departure if there are open student balances.

For questions about Travel Study or Global Seminars, please contact Kelly O'Sullivan Sommer, Study Abroad Director and Assistant Dean of Global Engagement, at 858-822-6726 or <a href="mailto:kosullivan@ucsd.edu">kosullivan@ucsd.edu</a>.