

Departmental Approval Form

The Center for Global and Intercultural Study (CGIS) recruits faculty to teach for its programs abroad. The goal of this document is to describe how CGIS and academic units work in partnership to ensure study abroad programs meet the highest of academic and administrative standards.

Overview of GCCs

• **Global Course Connections (GCC)** programs are 3-4 week long extensions of courses taught on campus during winter term. GCCs are open only to students enrolled in the on-campus course, and students earn an additional 2 credits for the abroad portion of the class. Faculty may propose GCCs from any academic discipline. Faculty who teach GCCs deliver original academic content that bridges classroom and experiential learning.

Responsibilities of CGIS

- Recruit & hire faculty in conjunction with the appropriate academic unit
- Provide funding for each program
- Issue an initial travel grant to faculty for program preparations, if applicable
- Establish or provide assistance with developing a program budget
- Establish or provide assistance with developing program content
- Promote the program and recruit students
- Advise students
- Oversee student forms, data collection, and student application processes
- Admit students to the program
- Bill and track student program fees
- Enroll students in GeoBlue health insurance
- Administer program logistics and finances
- Provide risk management and support services
- Deliver mandatory health and safety orientation
- Conduct faculty and student orientation sessions
- Debrief with students and faculty upon return from program site
- Distribute and review program and course evaluations

Responsibilities of the Academic Unit

- Provide approval for faculty to teach on a CGIS program
- Co-sign appointment letters as needed
- Serve as the appointing unit for instructional appointments (CGIS is not an academic unit)
- Identify major/minor requirements that are fulfilled by study abroad courses
- Provide academic oversight for the content of courses taught on CGIS programs
- Review and follow up on course evaluations as needed
- Maintain oversight for faculty teaching performance

Your departmental chair and administrator must acknowledge and approve the responsibilities noted above. This form can be signed electronically before printing or by hand.

Please also share a copy of your proposal with your department chair and ask them to provide a statement of support below.

Note: If faculty leaders are from different departments, each chair must complete a Departmental Approval Form and must be submitted with your application materials.

Department Chair Statement:

Applicant Name _____

Title/Number of Proposed Course _____

Chair Name (Primary Unit) _____

Chair Signature (Primary Unit) _____

Administrator Name (Primary Unit) _____

Administrator Signature (Primary Unit) _____

Administrator Name (Department offering the course) _____

Administrator Signature (Department offering the course) _____

Chair Name (Department offering the course) _____

Chair Signature (Department offering the course) _____