This is the final faculty workshop to cover all remaining topics.

1. **Orientations and other pre-departure contacts**

   **Country Orientations:**
   We have already contacted you about your availability for country orientations, which will be scheduled on Monday through Thursday between April 11 and May 12 from 5:00 to 6:30 pm. Please respond as soon as possible if you haven’t done so already.

   The orientations will be divided into three parts. The first part, run by Tonia, Jim or Danelle, will cover the UC code of conduct and academic integrity standards, and we will encourage students to be good ambassadors of UCSD. It is important to set the ground rules for students publicly with faculty present so that students cannot say “No one ever told me” if there is a behavior problem during the program.

   The second part of the orientation will cover country-specific logistics such as what to pack, cell phones, housing, food, health concerns, travel and arrival, etc. The program sponsor will provide this type of information, and for many programs will be present in person or by phone. Returning faculty and GS staff can provide additional information according to their own expertise.

   The final part of the orientation is led by the faculty member and covers syllabi and course materials. You should explain how the students can access the course materials in advance so that they can begin reading between the end of spring quarter and the beginning of the program.

   Students who are from outside of UCSD (approximately 8% of the GS participants) or who have a conflict with the scheduled time will be able to watch the country orientation on video.

   **Optional Group Activity:**
   We encourage you to plan an optional additional activity such as a movie night with pizza or a cultural activity where the students can get to know each other and learn a little bit about the country they are going to.

   **General Orientation:**
   We will be holding a general pre-departure orientation for all students going abroad in the summer or fall on Wednesday, April 27, from 6:00 pm (check in) to 8:00 pm in the Price Center West Ballrooms. Normally 600 to 700 students attend. This orientation covers health, safety, and cultural adjustment while abroad. If you are interested, you are welcome to attend. There is also an online version: [http://paoforms.ucsd.edu/GO2/GO1/index.htm](http://paoforms.ucsd.edu/GO2/GO1/index.htm).
2. **Reminder to follow health, safety and student judicial affairs policies while abroad**

   **Faculty Handbook:**
   The Faculty Handbook is the faculty/staff tab of the Programs Abroad Office website anytime you need it: [http://pao.ucsd.edu/pao/pdffiles/GSFacultyHandbook2011.pdf](http://pao.ucsd.edu/pao/pdffiles/GSFacultyHandbook2011.pdf). The most important thing to remember is if anything happens, contact both the provider and Jim Galvin immediately.

   **Emergency Plan:**
   We just completed a workshop on risk management with Bill Hoye, executive vice president, general counsel and chief operating officer of IES Abroad [https://www.iesabroad.org/IES/PressRoom/williamHoyeBio.html](https://www.iesabroad.org/IES/PressRoom/williamHoyeBio.html). One of his main points was that it is important to have an emergency plan when leading students abroad. Main components:
   - Student contact list with *local* phone numbers
   - Students should check UCSD e-mail account regularly
   - Primary and secondary meeting place in case cell phones, landlines, and/or e-mail are not working

3. **Working with the local study abroad provider**

   The local provider will be picking up students at the airport if they arrive during normal daytime hours on the posted arrival date. You should communicate with the provider about the most convenient schedule for the onsite student orientation right before or during the first day of class.

   The program providers are our partners in the field of international education and are study abroad professionals with extensive experience organizing programs for students. We have an ongoing relationship with them, and often UCSD students will go on their catalog programs during the academic year in addition to the Global Seminars. Please treat them as colleagues.

4. **Site visits**

   The Global Seminars staff will schedule 2-3 day site visits to new programs. We will evaluate the housing, local services, classrooms, and excursions. We will gather suggestions from students and pass them on to the provider. We will coordinate with you about the most convenient dates, but the provider will help us make travel arrangements. More details will be available in April or May on which programs we plan to visit, which depends on the budget situation.

5. **Outreach and promotion for future years**

   **Photos and Videos:**
   We want to encourage you to take photos and video of yourself and your students at key landmarks and excursions. Tom Gallant held a student photo contest last year and allowed
students to vote for the winners. We can always use digital photos of daily life, classroom, housing, fieldwork, landmarks, and group photos for our brochures and flyers.

Souvenirs:
If you bring back any souvenirs that are typical of your country, we would be happy to show them to students during the following year’s information sessions.

Blogs
Student testimonials/blogs are also very useful for our outreach materials as well as for the students personally to process their experience. Some suggestions on blogging services:

- http://blog.ucsd.edu/
- http://www.goabroad.net/
- http://www.facebook.com/

We have created a Facebook group for each program, and students can share their experiences with each other and the faculty member through Facebook while on the program. We will be e-mailing the students to join as soon as we have complete class lists for each program.

6. Program evaluations

CAPE
Students will receive an e-mail request to evaluate their Global Seminar professor at the end of the program. See http://www.cape.ucsd.edu/ for your results. Matthew Herbst suggests supplementing the CAPE with a printed evaluation form, which the Center for Teaching Development http://ogs-ctd.ucsd.edu/index.php can help you create, since the CAPE response rate is low (around 30%).

Global Seminars Evaluations through Student Voice
The Global Seminars Coordinators will also e-mail both the faculty and the students a link to an evaluation form through Student Voice http://www.studentvoice.com/. Student Voice helps us create neutral wording as well as providing independent tabulation of the results. This survey covers all program services as well as academics. These survey results are critical for continued CEP approval. We will have a 5-year review soon, for which we will need longitudinal information on academic quality.

Program provider evaluation
The program provider will ask the students to complete their own evaluation form. They are normally willing to share the results with us.

Grade break down
Faculty should send us a grade break down (how many As, Bs, Cs were assigned) at the end of the program so that we can respond to concerns by CEP about academic rigor.

7. Reimbursement questions

Misty Cervantes Nguyen (Dean’s Office) cervantes@ucsd.edu.
Misty’s role is travel, logistics, and reimbursement.

**Airline ticket**
Misty has already sent each of you a trip number for your travel abroad. If you use a UCSD travel card to purchase plane tickets, then the cost of the ticket should be paid for automatically. If you use your own credit card, you will be reimbursed after you return from your trip.

**Receipts**
Misty needs original receipts for any expenses you pay for on your own in order to process a reimbursement.

**Emergency/contingency fund**
$500 emergency/contingency fund should be used for education-related expenses. This year it is possible to use it for food if the food is part of a class gathering connected to the curriculum or for team building. It may also be appropriate to treat a guest lecturer to a meal. This fund cannot be used for alcohol or for entertaining personal guests.

Don’t forget that the program provider can help you negotiate the fee for a guest lecturer and has $25/per student available to cover fees for up to four guest lecturers. This money is separate from the emergency/contingency fund.

**Deadlines**
Please reconcile your fees within three weeks of return. E-mail Misty with any questions. She will be out of the office on maternity leave beginning Monday, March 7, but she will be telecommuting from home. Jim Hawkins, MSO, will be her backup if necessary.

8. **Upon return**

**Using returnees for recruitment**
Returnees can play a critical role in recruiting for the following year. If you plan to repeat your program, you will want to invite them to speak about their experience at information sessions. You can give them talking points. Most students who study abroad first hear about the opportunity from other students.

**Your role as a mentor**
Students will want to develop a mentor/mentee relationship. Some GS faculty have developed a guidelines page for students who ask for recommendations. You can reduce your workload by getting students to write down answers to a list of questions before writing a letter for them.

**Your role recruiting your colleagues to teach a Global Seminar**
You also serve as a resource for other colleagues who may want to lead a program. We will ask experienced faculty to contribute to the discussion at faculty workshops and to participate in information sessions for faculty members who are considering submitting a proposal for the following year. Thanks in advance for your help!
9. **2012 Request for proposals due April 15**

   We encourage you to return in 2012. Proposals for a repeat program do not need the same level of review. The full selection committee only reviews new proposals. See [http://pao.ucsd.edu/pao/facultystaff.htm](http://pao.ucsd.edu/pao/facultystaff.htm) for the proposal forms and please submit your materials electronically.