

## **CSU Faculty-Led Programs Support**

Below describes the levels of support and ways that the Office of International Programs – Education Abroad unit can assist CSU departments with faculty-led program development (for credit or not for credit).

### **Health, Safety and Orientation Support**

Collaborate on development of new programs with regards to identifying in country support and providing feedback on logistical planning  
Develop and maintain protocols to reduce risks  
Maintain emergency protocols and support resources/training for faculty/staff  
Coordinate emergency assistance while program members are abroad  
Ensure compliance with CSU Risk Management and International Travel policies  
Track current events daily to advise on potential health and safety concerns  
Provide student health insurance for all CSU sponsored programs  
Provide uniform questionnaires for overseas site visits and program evaluations  
Co-lead pre-departure and re-entry orientations with faculty director  
Distribute and compile program evaluations  
Assist with learning outcomes development and assessment  
Prepare and distribute country/program-specific information regarding visas and travel  
Stay abreast of best practices in the field of international education

### **Application and Promotional Support**

Maintain website and online application system  
Assist in student recruitment in the following ways:

- Organize and promote bi-annual Education Abroad Fairs
- Co-lead informational sessions to advise on logistical and application questions
- Create and update printed flyers and website information
- Maintain alumni database for promotional purposes

Assist in student advising through email, walk-in advising, and appointments  
Collect, pre-screen, and share applications with faculty directors  
Prepare online application materials, including program-specific documents  
Administer scholarships applications and awarding process

### **Course Creation and DCE Registration Support** *Not optional for credit-bearing programs*

Establish courses with DCE, as applicable  
Provide letters of support and related documentation for UCC review  
Prepare, collect, and submit DCE Course Registration forms  
Assist students with SA 482 registration to maintain active registration  
Track and submit transcripts to Student Financial Services for evaluation  
Send academic transcripts to partner institutions for non-CSU students

# Colorado State University

## Office of International Programs – Education Abroad

### **Fiscal and Contractual Support**

- Research and investigate potential program/service providers
- Negotiate contracts in accordance with State of Colorado fiscal regulations
- Process formal CSU agreements with foreign institutions and service providers
- Liaise with international counterparts
- Liaise with the CSU Procurement (PCS) and General Counsel (OGC) offices
- Prepare program budgets to satisfy Business and Financial Services requirements
- Receive invoices and make all program payments to host institutions/vendors
- Create, maintain and reconcile financial accounts for each program
- Prepare/arrange travel documents, travel advances and international airfare for faculty
- Process post-trip financial paperwork and reconcile program accounts
- Certify program costs for financial aid purposes (must be credit bearing programs)
- Bill/Collect program deposits and fees
- Educate students on financial expectations and billing processes