

**Global Seminars
Center for International Education
Faculty Support Models**

	SUPPORT MODEL 1	SUPPORT MODEL 2	SUPPORT MODEL 3
DEGREE OF CIE SUPPORT	LOW	MEDIUM	HIGH
SUMMARY	Faculty member designs the complete program; CIE concentrates on enrollment management, risk management, and basic promotional efforts	Faculty member and CIE collaborate to design the program in one of the SNC Cities (i.e., pre-selected destination, host university, accommodations, community-based organization)	CIE fully supports the faculty member in the design of the program
FACULTY MEMBER PRIMARY RESPONSIBILITIES: ALL MODELS	<ul style="list-style-type: none"> • Submit program proposal • Course design and teaching • Budgeting: Use CIE template to build budget and determine program cost, track expenses • Marketing and promotion: In-class presentations, information sessions, additional promotional activities • Recruitment: Recruiting enough students to make the program run • Application review and student selection • Pre-departure programming (academic) • Attend CIE orientation dinner (topics include: brief review of program handbook, crisis management, budgeting, overview of responsibilities while abroad, and advice from faculty members who have taken students abroad) • On-site orientation (may be in collaboration with host university or program) • Crisis management 		
FACULTY MEMBER PRIMARY RESPONSIBILITIES: SPECIFIC MODEL	<ul style="list-style-type: none"> • Transportation (to/from host country; in-country travel) • Accommodations • Classroom space • Excursions and cultural activities • Meals 	<ul style="list-style-type: none"> • Transportation (to/from host country; in-country travel) • Excursions and cultural activities 	
CIE PRIMARY RESPONSIBILITIES: ALL MODELS	<ul style="list-style-type: none"> • Consult with the Registrar (build the course, registration) • Budgeting: Confirm program cost, reimbursements • Consult with Bursar (ensure students are billed) • Enrollment management (in StudioAbroad/TDS) • Health insurance enrollment 		

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	<ul style="list-style-type: none"> • Pre-departure programming (non-academic) • Program evaluation • Re-entry programming 		
CIE PRIMARY RESPONSIBILITIES: SPECIFIC MODELS	<ul style="list-style-type: none"> • Basic marketing and promotion: CIE websites and social media, print materials • 	<ul style="list-style-type: none"> • Marketing and promotion: CIE websites and social media, print materials, information sessions, student advising, additional programming (e.g., fair) • Connect SNC faculty with faculty/staff at host university • Accommodations • Classroom space (pre-selected host university) • Meals (at pre-selected host university) 	<ul style="list-style-type: none"> • Marketing and promotion: CIE websites and social media, print materials, information sessions, student advising, additional programming (e.g., fair) • Transportation (to/from host country; in-country travel) • Accommodations • Classroom space • Excursions and cultural activities • Meals
NECESSARY TIME	At least 12 months	At least 12 months	At least 18 months
NUMBER OF PROGRAMS SUPPORTED PER ACADEMIC YEAR	4 (2 J-Term, 2 Summer)	2 initially (1 J-Term, 1 Summer)	2 (1 J-Term, 1 Summer)
NOTES		<ul style="list-style-type: none"> • Proposed cities include: Rome, Cape Town, and Lima 	<ul style="list-style-type: none"> • Participation in the CIE Learning Community is strongly recommended