

GLOBAL SEMINARS HANDBOOK

Summer Session 2021

Note: 2021 Global Seminars are currently on-hold, pending Covid-19 travel restrictions.

Session 1: June 28, 2021 – July 31, 2021

Session 2: August 2, 2021 – September 4, 2021



Global Seminars Overview

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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 by Study Abroad, which is part of [UC San Diego Global Education](#). Study Abroad 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 Education and Study Abroad work with faculty on course and program development, and ensure 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 Education and their Department Chair to discuss details of the program. Global Seminar programs take 1.5 years to prepare. Global Education sends out a call for proposals in April for the following summer.

2021 Global Seminars have already been approved.

April 2021 – Faculty Proposals are due for Summer 2022 Global Seminars.

Instructions on how faculty can submit a Global Seminar proposal are on the Study Abroad website:

<https://studyabroad.ucsd.edu/faculty/global-seminars.html#faculty-proposal>

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. Course Compliance Form
9. Curriculum Vitae (CV)

Faculty Compensation for Global Seminar Appointments

- Faculty are compensated at a flat rate of \$15,000 and required to teach two 4-unit courses in one session. For ladder-rank faculty, LSOE, and LPSOE, payment will need to be spread over two months if \$15,000 exceeds 1/9th annual salary.
- If the program has previously been taught and the enrollment is less than 15 students, the program may be cancelled, or Global Education may offer a contingent agreement to the faculty member. If the faculty member accepts the contingent agreement, the amount is set at \$1,000 per enrolled student.
- The relevant compensation policies for Summer Session teaching are set forth in [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#) and [PPM 230-43](#).

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.
2. Department should submit a course proposal for Global Seminar courses along with their regular Summer Session courses to Summer Session by November 12, 2021. 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 in UCPATH for all department faculty teaching Global Seminars.
4. Departments will preauthorize students to enroll in Global Seminar courses.

Timeline for Global Seminars

	Summer 2021 Global Seminars	Summer 2022 Global Seminars
May 2020	Faculty Proposals Due.	
June 2020	Global Seminar Review Committee Reviews/Approves Proposals. DUE Reviews/Approves Global Seminar Proposals	
June-Sept 2020	Study Abroad secures Vendors Departments submit eCourse approvals to Senate	
October 2020	Global Seminar courses submitted to Summer Session for approval Study Abroad begins student recruitment	
Oct.-Nov. 2020	Study Abroad finalizes contracts and budgets	
November 2020	Approval routing of Program Fee Requests. Sign-off required from: VCSA Department Chair Summer Session Director DUE CBO	
Dec 2020-Jan 2021	Departments notified of fee approvals Summer Session coordinates with Registrar to post Program Fees	
March 2021	Global Seminars with low enrollment will be cancelled.	
April 2021	Students enroll in courses Fees are posted to student accounts	Faculty Proposals Due
June 2021	Financial Aid disbursement begins	Global Seminar Review Committee Reviews/Approves Proposals
July – August 2021	Global Seminars are held during Session 1 and Session 2	DUE Reviews/Approves Global Seminar Proposals Study Abroad secures Vendors Steps continue as shown for 2021 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 Education 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 Education.

(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 Education/Study Abroad.
4. Global Education/Study Abroad 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 Education/Study Abroad 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, at kosullivan@ucsd.edu.

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