2019-2020 INTERTERM FACULTY HANDBOOK

POLICIES AND PROCEDURES FOR DEVELOPING AND TEACHING INTERTERM COURSES

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Table of Contents

Course Proposal Procedure .............................................................. 4
    Course approval ................................................................................. 4
Submission timeline ........................................................................... 4
    International travel approval .............................................................. 5
Travel course expenses ........................................................................ 5
    International education support vendors ............................................... 5
How to calculate expenses and program fees for a travel course .......... 6
    Christopherson Business Travel .......................................................... 6
Airfare ................................................................................................... 6
Lodging ................................................................................................. 6
    Meals and incidentals ............................................................................ 7
Course policies (A-Z) ........................................................................... 7
    Attendance policy ............................................................................... 7
Book orders ......................................................................................... 7
Canceling courses ............................................................................... 8
Classroom reservations ......................................................................... 8
Contracts and purchasing orders ......................................................... 8
Course start dates ................................................................................ 8
Grading policy ....................................................................................... 8
Marketing .............................................................................................. 8
Meeting minimum credit hour requirements ....................................... 9
Online course caps ................................................................................. 9
Pre-travel & post-travel meetings ......................................................... 9
Program and material fees ................................................................. 9
Interterm Salary ................................................................................... 9
Course Development ........................................................................... 10
Important Student Information .......................................................... 10
    Enrollment eligibility .......................................................................... 10
Registration .......................................................................................... 11
Auditing privileges/courses for no credit ............................................. 11
Financial Aid ......................................................................................... 11
    Federal financial aid and private aid ...................................................... 11
    Interterm financial aid ......................................................................... 11
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel scholarships</td>
<td>11</td>
</tr>
<tr>
<td>Financial aid eligibility</td>
<td>11</td>
</tr>
<tr>
<td>Travel expense reconciliation</td>
<td>12</td>
</tr>
<tr>
<td>Cash advance/travel advance</td>
<td>13</td>
</tr>
<tr>
<td>Cash advance reconciliation</td>
<td>13</td>
</tr>
<tr>
<td>Allocating Expenses to Academic Programs in Concur</td>
<td>13</td>
</tr>
</tbody>
</table>
Dear colleagues,

The University is proud of the intellectually rigorous curriculum we offer students across all terms, including Interterm. In addition to the smaller class sizes, students are attracted to the international and domestic travel course options offered during Interterm sessions. During Interterm, we encourage faculty to teach courses that are tailored to smaller class sizes, that include strong project-based work, active learning environments, experiential learning, and community engagement.

Instructors may offer on campus, online, or travel courses during Interterm. Elective courses and select required courses may be offered. Required courses may have stipulations and restrictions that elective courses do not. For example, Common Curriculum courses must meet for a minimum of forty hours over a period of three weeks or more. Any foreign language course or Writing course must meet for at least four weeks.

In this handbook, you’ll find information and guidelines about critical components necessary to understanding the Interterm course proposal processes and policies.

Thank you for your interest in teaching an Interterm course. As always, please contact us with any questions at uap@du.edu. We look forward to working with you.

Sincerely,

Jennifer Karas, Vice Provost for Academic Affairs
Sarah Hoffman, Assistant Provost, Student Success
Leah O’Grady, Assistant Director, University Academic Programs
Grace Warner, Program Coordinator, University Academic Programs
Course Proposal Procedure

Course approval
All appointed faculty members are invited to submit a course proposal using the Interterm Course Proposal Form. Academic Programs will track approval from department chairs and deans. A complete course proposal includes:

- Course title and subject, meeting days and times
- Instructor(s) name(s)
- Expected enrollment
- Course syllabus, with course dates and course learning outcomes
- Travel courses
  - Proposed budget (use template)
    - Includes travel expenses, faculty salaries, coordinator/TA salaries, expenses for pre-travel and post-travel meetings.
  - Pre-travel and post-travel meeting dates
  - DU Passport Program Approval Form (required for international travel courses)

Any faculty member offering an online course must have completed the Teaching Online Short Course, offered through the Office of Teaching & Learning.

Submission timeline
Because Interterm has transitioned this year from Special Programs, submission timelines have been truncated. Ideally, course proposals for on campus and/or online courses are submitted a minimum of 2 quarters prior to the Interterm session in which the course will be offered. Travel course proposals must be submitted a minimum of 6 months prior to the Interterm session.

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<tr>
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</thead>
<tbody>
<tr>
<td>International course submission to DU Passport (Risk Mgmt) *</td>
<td>Friday, October 18, 2019</td>
<td>Monday, December 2, 2019</td>
<td>Friday, January 3, 2020</td>
</tr>
<tr>
<td>Course proposal submission deadline</td>
<td>Friday, October 18, 2019</td>
<td>Monday, December 2, 2019</td>
<td>Friday, January 3, 2020</td>
</tr>
<tr>
<td>Financial Aid application opens</td>
<td>Monday, Nov. 18, 2019</td>
<td>Monday, Jan. 6, 2020</td>
<td>Friday, February 14, 2020</td>
</tr>
<tr>
<td>Course listed on catalog &amp; website</td>
<td>Rolling basis (upon course approval)</td>
<td>Rolling basis (upon course approval)</td>
<td>Rolling basis (upon course approval)</td>
</tr>
<tr>
<td>Student registration begins</td>
<td>Tuesday, Nov. 19, 2019</td>
<td>Tuesday, Jan. 7, 2020</td>
<td>Monday, February 17, 2020</td>
</tr>
</tbody>
</table>

*International travel courses require additional review, which requires submission 6 months in advance.
^Summer start dates may vary based on instructor preference.
International travel approval

International travel courses must be approved by the Vice Provost of Internationalization and Risk Management through DU Passport. Proposals for travel courses must also include a budget.

As of Fall 2019, all international courses must travel with two program leaders per course. This can be arranged in any number of ways (2 faculty members, 1 faculty member/1 teaching assistant, 1 faculty member/1 staff member, etc.). If you cannot find a secondary program leader for your course, Academic Programs can suggest options for your course.

All faculty members planning to teach an international interterm course must attend a program leader training session offered by Enterprise Risk Management before the program’s departure. The training is valid for a two-year period. Faculty will be notified by the International Travel Risk Analyst about available training sessions offered throughout the year. Faculty must also submit a request in Pioneer Travel and Expense to document your individual travel with the group (you can no longer register your individual travel in DU Passport.).

Travel course expenses

All faculty expenses are paid for by Academic Programs during travel courses. These expenses include: domestic and international airfare, lodging, transit, and meals. All faculty should obtain a purchasing card from Shared Services for these purposes. Reconciliation of expenses happens through Concur. Faculty travel expenses must be included in the course proposal budget, which includes program fees.

International education support vendors

We strongly encourage faculty who would like to offer an international course to consider working with one of the following international education vendors/providers:

- ISA
- CIS
- AIFS
- CIEE
- CEA
- SIT
- API
- IFSA

These vendors provide several advantages:

- Support faculty member’s course customization through the vendor’s expertise within the region/country.
- Advise on organization and balancing academic rigor with cultural activities.
- Strong logistical support (non-academic support, on-site arrangements, etc.) before departure; most providers send on-site staff to give additional support during the program, allowing faculty to focus on the instructional aspect of the course.
- In the event of an emergency, providers have standard health, safety, and security practices that help ensure the well-being of participants and helps to protect sending institutions.
- Providers offer insurance, take on general liability, have emergency response protocols in place.
Note: CIEE offers the greatest amount of flexibility in the final roster submission timeline (most vendors require a final roster 90 days before departure, while CIEE requires a typical time of 6 weeks.).

How to calculate expenses and program fees for a travel course
Travel courses include a program fee for students, which covers all aspects of travel such as accommodations, group meals, transportation, and in-country activities. Program fees apply to all travel courses and are be applied to the student’s bill. Program fees vary by course and are non-refundable regardless of whether a student drops the course. All student-related course expenses must be covered by program fees.

If you plan to use an external vendor (as referenced above), work with that vendor to determine the expected budget. If you are coordinating the logistics yourself, you may contact Christopherson Business Travel for help with airfare and lodging expenses. Submit the budget with your course proposal. The budget template is available on the Interterm website here.

Christopherson Business Travel
The dedicated University Group Travel Team supports and negotiates group arrangements typically for 10 or more travelers using commercial group air, hotel room blocks, and motor coach charters.

- Phone: 866-371-3580
- Email: Universitygroups@cbtravel.com
- Business Hours: 6:00AM – 7:00PM (MST)
- Minimum number of travelers per group reservation: 10+ or 6+ depending on airline
- Group travel request form

Airfare
The program fee does not cover airfare. However, when preparing the student expenses section of the budget, please include an estimate of airfare so that we can inform students what their expected out-of-pocket costs will be. Airfare dates allowed are course travel dates plus two additional travel days. Personal or other DU-related work before or after course date will not be covered by Academic Programs. Use Concur to find airfares (see Booking Airfare quick guide and Booking International Travel quick guide).

All students should submit their travel itineraries to Academic Programs via Qualtrics prior to departing for the course. It is best to cover this within the pre-departure meeting. If requested, this student travel information may be sent to instructors once all itineraries have been collected.

Lodging
Work with Christopherson Business Travel to determine hotel availability for a group, or use Concur travel services (see the Booking Hotels quick guide). Provide name, address, and contact
information for each hotel. Lodging should be booked as a group for the entire course with the exception that the instructor(s) has a private room. Instructors should only consider accommodations with flexible cancellation policies (whenever possible) in the case that the course does not meet the enrollment minimum (5 students), and thus, does not run.

Any student arriving early or staying late must pay for their own lodging.

Pioneer Travel & Expense does not offer lodging per diems, so faculty members should book all arrangements together through a p-card.

When making lodging reservations, instructors/coordinators should confirm with the hotel/hostel/etc. that each student will have their own, separate bed throughout the duration of the trip.

Academic Programs staff can offer additional support with booking lodging for courses if instructors/coordinators can provide all pertinent information to UAP staff (i.e. hotel name, number of rooms needed, number of nights, etc.).

**Meals and incidentals**
For establishing an estimated budget, per diem rates are preferred for meals and incidental expenses. Domestic per diem rates are available on the GSA website [here](#). International per diem rates are available on the Department of State website [here](#).

For reconciliation of expenses, Concur will require itemized receipts for actual costs incurred. Thus, it is highly recommended for meals and incidentals to be handled through a p-card. If done as a cash advance, faculty will have to reconcile large amounts of cash which is not advised.

**Course policies (A-Z)**

**Attendance policy**
Interterm courses must adhere to the same high standards of development, content, and delivery as courses taught during the traditional term. Because Interterm is an intensive time frame, students are expected to attend courses in their entirety. If students miss one day of a five-day course, they have missed 20% of the course. Therefore, absences are unacceptable.

**Book orders**
Instructors are responsible for ordering books for their interterm courses through the DU bookstore. The book orders should be submitted prior to registration. Students who are on book scholarship may have trouble getting appropriate materials if they are not available in the DU bookstore.
Canceling courses
Any course may be canceled due to low enrollment (minimum of 5 students). Travel courses may be canceled if the location site is determined to be high risk or unsafe. Program fees will be refunded to students if the course is canceled.

Classroom reservations
Instructors can make specific room requests in the course proposal form. Academic Programs will work with the Registrar to make classroom reservations for Interterm courses, but room location cannot be guaranteed.

Contracts and purchasing orders
Any purchase over $5,000 will require a purchase order and may require a contract. Contact Academic Programs at uap@du.edu for help with contracts and purchase orders. University policy prohibits employees from signing any contracts or agreements on behalf of the University, regardless of the amount of money associated with the contract/agreement. Your business officer can help with starting the Contract Review Process to have their contract reviewed, approved and signed. When a vendor accepts a Purchase Order, they are agreeing to DU Terms and Conditions for that sale. Those Terms and Conditions are a legally binding agreement which specifies payment terms and provides protections to the University should the vendor fail to complete a project or deliver good(s) in a satisfactory manner.

Course start dates
The course start date must be accurately reflected in the syllabus and in the course catalog. Online courses should list the date the course is first available for access to students as the start date. Interterm drop deadlines are based on the first day the class opens. Due to the compressed nature of the interterm period, students must drop the course by 11:59pm on the first day of the course in order receive a full tuition refund.

Grading policy
After the last day of class instructors have 15 days to submit grades for interterm courses. It is critical that grades be reported for all registered students in a timely fashion. A grade must be entered for every student.

Marketing
Academic Programs provides limited marketing services for Interterm courses. Promotional services provided include, but are not limited to, flyers, email messages, internet postings, and advertising at on-campus events. Ultimately, instructors are the most powerful marketing tool available. Students often choose Interterm courses based on the reputation of and/or their relationship with an instructor. Therefore, it is imperative that instructors are involved in the promotion of the course by distributing flyers to students in their classes or by making visits to other classrooms.
Meeting minimum credit hour requirements
All Interterm courses must meet academic standards set by the University. According to DU policy, the unit of credit is the quarter hour. In general, each quarter hour of credit requires one class period of 50 minutes each week. During Interterm, class periods are scheduled for longer blocks of time in order to meet minimum credit hour requirements. In some classes, such as online courses, the quarter-hour credit may not equal the hours spent in class.

Online course caps
Per Office of Teaching & Learning guidelines, online courses will be split into two sections if enrollment exceeds 20 students on the day before the course starts. In that case, the faculty member would then be taught for teaching two sections. Faculty interested in teaching an online course must complete OTL’s Teaching Online Short Course.

Pre-travel & post-travel meetings
Travel courses often have pre-travel and post-travel meetings. Academic Programs will provide up to $10 per person at each pre-travel and post-travel meeting. The meeting schedule must be included in the original course budget in order to receive reimbursement for any related expense. Itemized receipts must be submitted through Concur.

Program and material fees
Some courses require material fees. Instructors are responsible for informing Academic Programs of fees to be collected from students at the time the course is proposed. See above for information on how to calculate a program fee for travel courses.

Interterm Salary
Interterm faculty salary is paid by Academic Programs, not individual departments. The salary thresholds below are based on enrollment on the first day of the course. Please contact Academic Programs for more information.

<table>
<thead>
<tr>
<th>On Campus and Online Courses</th>
<th>5-7 students^</th>
<th>8-15 students</th>
<th>16-24 students</th>
<th>25+ students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual instructors</td>
<td>$3,500.00</td>
<td>$4,000.00</td>
<td>$4,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>Team taught^</td>
<td>$3,500.00</td>
<td></td>
<td>$4,000</td>
<td>$4,500</td>
</tr>
<tr>
<td>Teaching assistants^</td>
<td></td>
<td>$900.00</td>
<td></td>
<td>$1,200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domestic Travel Courses</th>
<th>8-15 students</th>
<th>16-24 students</th>
<th>25+ students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual instructors</td>
<td>$5,000.00</td>
<td>$5,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>Team taught^</td>
<td>$4,500.00</td>
<td>$5,000</td>
<td>$5,500</td>
</tr>
<tr>
<td>Teaching assistants/coordinators^</td>
<td>$900.00</td>
<td>$1,200</td>
<td>Academic Programs will review case by case</td>
</tr>
</tbody>
</table>

^TAs and co-instructors are not available for courses with enrollment lower than 8 students. If a course has 2 instructors, TA’s are not available with enrollment lower than 24 students.
International Travel Courses

<table>
<thead>
<tr>
<th></th>
<th>8-15 students</th>
<th>16-24 students</th>
<th>25+ students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors/Co-instructors</td>
<td>$4,500.00</td>
<td>$5,000</td>
<td>$5,500</td>
</tr>
<tr>
<td>Teaching assistants/coordinators</td>
<td>$1,200</td>
<td>$1,500</td>
<td>Academic Programs will review case by case</td>
</tr>
</tbody>
</table>

*International travel courses must have 2 program leaders as of Fall 2019.*

### Course Development

Limited funding may be available to instructors interested in developing new travel courses who need the funds to finalize plans and content. Funding will be permitted based on DU's Travel Expense Policies. Instructors may not submit a second request prior to the first course successfully enrolling students. Exceptions may be approved depending on funding.

Process for using course development funds

1. Submit a proposed syllabus and explanation of why course development travel is required to uap@du.edu.
2. Submit itinerary and budget 60 days prior to departure for approval. The budget should be based on per diem rates for lodging, meals, and transportation. Airfare can be included separately.
   a. Number of days onsite/in-country: 2-3 total.
   b. Number of travel days: 2
3. Upon return, the instructor will submit an expense report through Concur.
4. Upon return, submit a final syllabus along with suggested program fee (see above How to calculate expenses and program fees for a travel course, p. 6).
5. Any expenses will require original, itemized receipts for reimbursement within 30 days of trip completion. Instructors will receive 50% of the reimbursement upon trip completion and the remaining 50% will be delivered after the course is completed with a minimum of 5 students.

### Important Student Information

#### Enrollment eligibility

All current University of Denver students, faculty, and staff are welcome to enroll in Interterm courses. Students wishing to participate in travel courses must be in good academic standing and must have no student conduct issues. If their GPA is below 2.5, they must request special permission to enroll from Academic Programs and the course instructor.

Students currently enrolled in other colleges/universities may enroll in an Interterm course by obtaining "Special Student Status" from the Office of Admissions or the Office of Graduate Admissions.

Incoming students may not take Interterm courses as their first term of study at DU, except in special circumstances and must receive approval from Academic Programs and the course

Updated 09/30/2019
instructor. Students wishing to take more than one 4-5 credit Interterm course must send a letter of request to uap@du.edu for approval.

Registration
Students must be cleared of all registration holds before registration can be completed. Please visit the Interterm website to view registration dates for on-campus courses. The PioneerWeb registration system is available for on-campus and online courses only. Registration for on-campus courses is accepted up to the first-class meeting, provided the class is not closed.

Registration for travel courses must be made through Academic Programs. Registration for travel courses will begin at the time the course is announced. Upon registration for travel courses, non-refundable program fees will be applied to the student account in order to reserve a seat in the class. Students are not permitted to attend Interterm classes without registration and tuition payment.

Auditing privileges/courses for no credit
Interterm courses are not available for audit and they cannot be taken for zero credit. Students are not permitted to attend Interterm classes without registration and tuition payment.

Financial Aid
Federal financial aid and private aid
Interterm is independent from the traditional academic year, but Federal financial aid may be applied to Interterm courses, depending on individual student circumstances. Students are responsible for determining how financial aid from private organization might be applied to Interterm courses. Private loans may be applied to Interterm courses, but they should contact the Office of Financial Aid for more information.

Interterm financial aid
Interterm financial aid and scholarships are provided to eligible students directly by Academic Programs. Need-based and merit-based scholarships are granted on a first-come, first-served basis. If a student has no financial need, they may apply for a merit-based scholarship by completing the application.

Travel scholarships
Students showing financial aid need through FAFSA and/or CSS Profile will automatically be considered for travel scholarships. These awards range from $300 - $1000 and can only be applied toward the program fee of a travel Interterm course.

Financial aid eligibility
Financial aid is available to undergraduate and graduate students according to the stipulations below:
- Be a DU degree-seeking student
- Need-based aid: Have a FAFSA and CSS Profile on file and demonstrate need determined by the Financial Aid Office
- Merit-based aid: at least a 3.0 GPA.
- Must have no Student Conduct issues

**Travel expense reconciliation**
As is the case with courses offered during regular academic terms, course-related expenses can be reconciled in a few ways: cash advance requests, using a purchasing card, or reimbursement. All of these processes now go through Concur. Concur guides are available on the [Shared Services One Stop Answer Shop website](#).

To reduce the effort of scanning receipts, Shared Services recommends that instructors utilize the Concur Mobile app. The app allows you to take pictures of receipts in the moment, and the system will then read these receipts, load them into Pioneer Travel and Expense, and create expenses based on the information it reads from the receipt. This will alleviate an immense amount of scanning and organizing upon return from travel.
Cash advance/travel advance
Shared Services prefers that all faculty on travel courses obtain a purchasing card. If traveling to a country that will not accept a purchasing card, a cash advance request is required to get cash prior to the course start date. Travel advance requests should be made through Concur and must be received 14 days before travel. Directions for requesting a cash advance are available here.

Cash advance reconciliation
To reconcile cash advances, simply assign uploaded receipts to the cash advance you requested for your travel course. You can find specific instructions here.

Allocating Expenses to Academic Programs in Concur
When you go into Concur to create expense reports for expenses you’ve made on your purchasing card, all items will default to using your home department’s Fund/Org/Account. As such, you will need to allocate Interterm expenses to Academic Programs by following the steps

Figure 1. The Shared Services One Stop Answer Shop link can be found in the employee tab in PioneerWeb
1. When you are creating a new expense report, you will see a section on the first page to enter the Division, Org/Department, Fund, Activity Code, and Location. These will default to your home department, so to allocate charges to Interterm, you will need to change the Division to 1253 and then select the Interterm Org that applies to your trip.
   a. For anything related to student or faculty expenses, you will choose the appropriate Org/Department selection below, based on which term you’re teaching:
      i. 328413 Interterm Summer
      ii. 328414 Interterm Fall
      iii. 328415 Interterm Winter
      iv. 328416 Interterm Spring

2. If you are allocating charges from an international trip, you will also need to select a LOCATION code that corresponds with the country/area you traveled to.

For more step-by-step assistance with this process, consult one of the following Shared Services quick guides:

- Quick Guide: Allocating an Expense Report to Another Department
- Quick Guide: Allocating Individual Expenses to Another Department

If you receive an error that you do not have access to allocate charges to Academic Programs, you can contact the UAP Budget Officer, Adam Smith at adam.d.smith@du.edu.