

# Steps for Faculty Members Developing Global Carolina Education Abroad Experiences in the College of Arts and Sciences

Resources and deadlines for developing a study abroad course, exchange program, overseas programs, etc. are hosted in the [Education Abroad](#) Office's Blackboard organization. See their website to sign up and for deadlines.

## Global Classroom (Education Abroad Courses)

- Faculty must complete the requirements spelled out in Blackboard and work with Education Abroad on preparation of a contract with the study abroad provider. As part of submitting the Education Abroad proposal, the faculty member will submit a Program Leader Agreement Form that includes the signature of their unit chair to confirm departmental approval to run the course.
- Please contact Dasya' Young in the Education Abroad office at [dryoung@mailbox.sc.edu](mailto:dryoung@mailbox.sc.edu) with any questions about this portion of the process.

## Global Exchange Programs (Student or Faculty Exchange/Direct Enrollment/MOU/etc.)

- Faculty must complete the requirements spelled out in Blackboard and work with Education Abroad on preparation of a contract with the international provider. The contract should be comprised of a Contract Approval Form, International Agreement Review Form, and Partner Contract.
- Please contact Eileen Druzynski in the Global Carolina office at [eileend@mailbox.sc.edu](mailto:eileend@mailbox.sc.edu) with any questions about this portion of the process.

## Once a Contract is Prepared

- Education Abroad will open applications for students, but no payments towards the program fee can be paid until the contract has been fully signed and executed (see steps below).

## College of Arts and Sciences Processes

1. Once a contract is prepared, the unit chair will then send the contract to Courtney Starling, the Administrative Coordinator in Petigru, [starlinr@mailbox.sc.edu](mailto:starlinr@mailbox.sc.edu), who will send it to the appropriate Associate Dean, Budget Unit Contact in the College, the Director of Finance and Budget Operations (Sharon Heiligman), and the Assistant Dean for Curriculum (Sonya Brown as proxy for Dean Samuels) for approval.
2. Courtney Starling will send the approved, signed contract with the Assistant Dean's signature (as proxy for Samuel's signature) to Dasya' Young in the Education Abroad Office. The contract will be uploaded to the contract database, Mobility, from which it will be routed to the Provost's Office and General Counsel for approval.
3. Once the faculty member receives the fully executed contract (signatures from both participating parties [USC and Partner Provider]), they will send a copy to Courtney Starling, their unit chair, the appropriate Associate and Assistant Deans, and Dasya' Young via email.
  - a. Dasya' will then upload a copy of the fully executed contract to Mobility.
  - b. Courtney will upload her copy to a designated Teams folder to which the Office of Curricular Planning & Data Analytics, the appropriate Dean's Office budget team contact, and the Associate/Assistant Deans have access. The Teams folder will serve as the permanent college record of the contract.
4. Christy Stephens in the Office of Curricular Planning and Data Analytics will check to see that minimum enrollments are met, and any necessary instructional support forms are submitted and processed, in accordance with the usual CAS processes and policies.