



[DISCOVER E3]

Faculty Handbook

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A NOTE TO FACULTY MEMBERS

Thank you for generously committing your time and energy to providing a quality study abroad experience to University of Alberta students. The University of Alberta International and the Education Abroad Program endeavor to provide unique and engaging international experiences for all of our students. These opportunities would not be possible without your efforts as a faculty leader.

As a faculty leader of a study abroad experience, you will have the opportunity to create a truly immersive learning experience for students. You will interact with students on a daily basis, facilitating not only their classroom learning but also their cultural learning as they explore their new surroundings. You will act as an instructor, a mentor and cultural interpreter. The time spent studying abroad will not only broaden the students' horizons, but will also be an opportunity for you to incorporate an international dimension to your teaching. Although the time commitment and effort required may seem daunting, we are confident that you will find the experience of being a faculty leader to be truly rewarding. e3 is a joint effort – to help with facilitation, we hire local coordinators to offer support to instructors while abroad, while simultaneously providing administrative support from our office at UAlberta.

The purpose of this handbook is to provide you with answers to many of the questions you may have about preparing a course and teaching it abroad for e3. You will find general information about logistics as well as specific information related to your particular program. This handbook is a continuing work-in-progress, and we welcome your feedback to help us improve the information.

The success of our programs is thanks in large part to the hard work and efforts put in by our faculty members. Thank you for your contribution to international experiences at the University of Alberta!

ABOUT E3

The University of Alberta's e3 courses are a unique education abroad program offering students the flexibility to choose from language study, international work experience, and academic coursework.

Students can choose from diverse locations, each of which takes advantage of the local history, culture, and industry to combine academics with practical work experience opportunities. Currently e3 is offered in the following cities:

- Berlin, Germany
- Curitiba, Brazil
- Washington, D.C., USA
- Grenoble, France

TEACHING FOR E3

e3 allows faculty members to design innovative courses that take advantage of the location, offering learning opportunities that go beyond the traditional classroom setting. We encourage professors to contact us if they have ideas and would like to discuss them. Questions and inquiries can be directed to Ashley Laracy, Summer and Group Study Abroad Program Coordinator: ashley.laracy@ualberta.ca

Course Criteria

All academic courses are generally 3-4 weeks in length. The timing of the course will depend on which location instructors are interested in offering their course. Each course will be worth 3-credits at the University of Alberta, should consist of at least 39 contact hours, and have the same academic rigor as courses offered at our Alberta campuses.

In general, course schedule, including start/end date and daily class hours, will be determined by the Education Abroad Program (EAP) in consultation with instructors. The chart below outlines the general schedule for each e3 location, and highlights when the academic course(s) take place.

Month	e3 in Brazil
January	Portuguese language (morning) Academic course (afternoon)
February	Portuguese language (morning) Academic course (afternoon)
March	Internship
April	Internship

Month	e3 in Berlin	e3 in DC	e3 French Alps
May	German language	Academic course(s)	French language
June	Internship	Internship	French Language Internship
July	Internship	Internship	Internship
August	Academic course(s)	Internship	Academic course(s)

Logistics While Abroad

The following are arranged by EAP on behalf of the instructor teaching abroad for e3. Some items, such as accommodations, guest speakers, and site visits, will require input from the instructor.

Classroom Space

While the specifics of the space will vary depending on the e3 location, classrooms will generally hold 15-30 students, and equipment will typically include a projector with a screen. Some locations may require the instructor to supply their own laptop in order to use the projector. Most classroom locations will be equipped with WiFi. Printing may or may not be available at the classroom location. Instructors should be sure to check with EAP if they require special equipment in order to teach their course.

Faculty Accommodation

Instructors will be booked in single-occupancy accommodations close to the classroom space. All accommodations will have a kitchen, WiFi, and access to laundry facilities or services. If a larger space is required for family members and children, or there are other special requests, please inform EAP as soon as possible. Extra costs associated with obtaining a larger residence are the responsibility of the instructor (please see Contract Details section).

Guest Speakers & Site Visits

e3's on-ground coordinators will work in collaboration with instructors to arrange for local guest speakers and site visits that will enhance the course material and take advantage of the international location. On-ground coordinators can offer local knowledge and complete any pre-bookings on behalf of the instructor.

ROLES AND RESPONSIBILITIES

EAP staff endeavor to work closely with professors and Faculty administrative staff in providing academic courses in the various e3 locations.

Faculty members teaching a course for e3 are asked to be actively involved in the following activities leading up to the course:

- Marketing and Recruitment
 - e3 courses require a minimum enrollment of 15 students
- Promotional activities including:
 - Distributing materials to students and colleagues
 - Participating in information sessions
 - Participating in video-marketing campaign
 - Assisting with classroom visits and announcements
 - Off-Campus promotion (e3 courses are open to any student world-wide)
- Providing input on the organization of guest speakers and field visits

All other administration related to e3 will be handled by EAP, including:

- Promotional activities such as:
 - Design of promotional materials
 - General advertising around UAlberta campus via various channels (posters, social media, EAP website)

- General advertising to Campus Alberta and other institutional partners (national and international)
- Booking and organizing information sessions and classroom announcements
- General advising for students
- Selection of participants
- Securing local housing options for students and professors
- Securing classroom space for courses
- In conjunction with the local coordinator and instructor, organizing course-related field trips and guest speakers
- Collecting and processing all e3-related expenses and payments

CONTRACT DETAILS

Salary

Faculty members teaching for the e3 are compensated based on the Contract Academic Teaching Staff Agreement at the Part-time Staff rate. Salary rate is determined based on each instructor's Period of Appointment (i.e. number of years teaching) at the University of Alberta:

2017/2018 Contract Academic Staff Salary Scales

Period of Appointment	Salary Rate
First	\$7,336
Second	\$7,556
Third	\$7,783
Fourth	\$8,016
Fifth	\$8,256
Sixth	\$8,504
Seventh	\$8,759
Eighth & Subsequent	\$9,022

Salaries are paid according to the regular academic pay schedule, and will be included with the instructor's regular salary payment at the end of the month in which the course is taught. For any questions related to salary, please do not hesitate to contact Ashley at ashley.laracy@ualberta.ca.

Teaching & Travel Expenses

Professors teaching an e3 course will be reimbursed for teaching and travel expenses incurred during their time abroad. The chart below lists eligible and ineligible expenses for reimbursement:

Eligible	Ineligible
Travel Expenses	
Air travel ¹	Personal travel not related to course instruction
Private automobile, shuttle, or public transportation to/from airport	Additional airfare for stopovers or other costs not related to University business
Single-occupancy accommodations	
Travel insurance	

Visa processing costs	
Daily public transportation	
Eligible	Ineligible
Other Expenses	
Fees and travel for course-related activities	Fees and travel for voluntary participation in non-mandatory extracurricular activities
Teaching supplies and printing ²	Personal expenses not related to course instruction, including cell phone usage abroad
Hosting expenses (i.e. honorariums/meals/gifts for guest speakers) ²	

¹Where possible, employees are encouraged to book travel through the University's preferred travel agency. The maximum level of reimbursement should not exceed the equivalent of economy airfare by the most direct route.

²With prior approval from EAP

For instructors wishing to bring their spouse and/or children with them abroad, please note that all extra costs associated with this will be the responsibility of the instructor.

In general, expenses are paid out-of-pocket and will be reimbursed upon completion of the course and once all relevant receipts are received. Instructors can request a travel advance from their Department if required – please consult with Education Abroad about the cash advance procedure.

CANCELLATION OF E3 COURSES

There are a few circumstances under which the e3 course may be cancelled. These circumstances include:

- Issues with safety and security, as determined by UAlberta's Risk Management Services, up to the day of course commencement
- Under-enrollment (e3 courses require a minimum enrollment for 15 students)

Realizing the need for instructors to plan in terms of research and other commitments, the Education Abroad Program will endeavor to notify instructors as soon as possible of any cancellations. If the cancellation occurs prior to the start of course, instructors will be informed and will not be required to fulfill remainder of their duties. There will also be no payment of salary for teaching.

If the course is cancelled after the course has commenced, the teaching contract and remuneration will be re-evaluated by EAP and adjusted accordingly.

CONTACTS

For any questions please contact:

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