



Role	Syllabi Development Consultant
Team	CET Barcelona
Status	Independent Contractor
Location	Any
Supporting	Director of Academic Affairs & Program Development Consultant
Anticipated Start	December 2024
Anticipated Duration	2- 3 months

Overview & Compensation

CET Academic Programs (CET), a division of Academic Travel Abroad, Inc. (ATA), is seeking Syllabi Development Consultants (SDCs) to create syllabi for courses to be offered in Barcelona for the new CET Barcelona program. Each SDC is expected to take full ownership of the syllabi development process, with direction from the Program Development Consultant (based in Barcelona) and the Director of Academic Affairs (based in the US) as needed.

SDCs will receive **\$1,000** for creating a new syllabus or **\$600** for adapting an existing CET syllabus.

Description of the Work

CET is developing a new study abroad program in Barcelona with the vision of creating a smaller program that puts strong academics, quality housing, and student immersion opportunities front and center. The CET Barcelona curricula is designed to meet degree requirements in liberal arts and business as well as general education credits.

SDCs are expected to create syllabi with the following considerations and goals:

- Prepare a syllabus of record based on the course disciplines indicated below including description, learning objectives, assignments and assessments, readings, grading criteria, and related co-curricular activities (using the CET template provided).
- Include at least two field study course components that take academic learning outside the classroom (e.g., excursions, guest lectures, etc.). Attach readings and assignments to those activities and incorporate them into classroom lectures and discussions.
- Make concrete connections between the academic content of the course and Barcelona, the Catalonia region, and Spain as context.

Each SDC is expected to maintain a strong commitment to academic excellence and an attitude of
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flexibility, open-mindedness, and willingness to both receive and provide constructive feedback on the syllabus draft. There will be at least one round of feedback to the initial draft syllabus, and possibly more until a final version is achieved.

Each SDC is expected to commit to CET program goals and work collaboratively with CET staff to ensure that course learning outcomes are designed to achieve them.

Course Disciplines for Syllabi Development

Business

- Economics (international, higher level)
- Finance (e.g., Corporate Finance)
- Management (international or intercultural)

Humanities

- Art History
- Film Studies

Social Sciences

- Environmental Studies
- History
- International Relations
- Political Science (Nationalism in Comparative Perspective), Spanish, & European politics
- Psychology
- Sociology

Other

- Photography & Film in local context
- Spanish Food & Culture

We're looking for...

We seek experts and academic professionals who possess a sincere commitment to the enterprise of international education, to developing student critical thinking, and a strong and lasting engagement with the program location to which the course(s) is intimately connected. Therefore, candidates must have:

- A terminal or advanced degree in an applicable area of study
- 3-5 years teaching experience, preferably with U.S. undergraduates
- A command of English to develop a syllabus in the specific area, as well as adequately convey and discuss academic content
- Firsthand current knowledge and familiarity with Barcelona, the Catalonia region, and Spain

Special Note

There may be an opportunity for Syllabi Development Consultants to be hired by CET as faculty to teach their course(s) once the course is fully developed. If hired as faculty, successful completion of a background check is required.

To Apply

Please attach your resume and a cover letter to our [application form](#). In the [application form](#), select “Syllabi Development Consultant – CET Barcelona.” Applications missing any of these components will not be considered.

For best consideration, please apply by **January 15 at 11:59pm EST**.

Our Commitment to Diversity

At CET/ATA, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to our benefit by enriching our stakeholders and ourselves. CET/ATA is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, genetic information, or any other protected characteristic under applicable law. If you have a special need that requires accommodation, please let us know.

Description of the Organization

CET Academic Programs is a study abroad organization that has been developing and operating innovative educational programs abroad since 1982. Originally “China Educational Tours,” CET began operations in Beijing, later expanding to other locations around the world. Today, CET offers a varied portfolio of semester, summer, and customized programs around the world for college students.

CET is known for strong academics, professional program management, a nimble and collaborative approach to partnerships, and supportive student services. Through elements such as field-based course components, internships, and housing with local roommates, CET strives to integrate students into the local community and facilitate lasting relationships with hosts. Through its commitment to equity and inclusion, CET seeks and encourages the participation of students from diverse backgrounds and strives to create program environments that foster critical thinking and an appreciation of difference. And as an environmentally conscientious organization, CET aims to adopt sustainable measures across its operations.

CET's parent company, Academic Travel Abroad, Inc. (ATA) is an educational travel provider for many universities, cultural, and media organizations, as well as a growing number of commercial brands. Operating since 1950, ATA believes in celebrating and learning about diversity of people and cultures through travel and education. Our educational travel division is a leader in customized, branded, experiential travel and serves partners such as the Smithsonian Institution, NPR, Hearst, Zagat, Yale Alumni Academy, and the Massachusetts Institute of Technology. In this capacity, we are frequently the “brand behind the brand”. ATA also facilitates professional delegation travel in the fields of health, education, and law.