



STUDY
ABROAD

Proposal for a Faculty-Led Program for 2025 Short-Term Study Abroad Programs

Deadline: Tuesday, April 2, 2024

Procedure Guidelines for Faculty-Led Programs

All faculty led programs (FLP) must be registered and approved by the SMCCCD College, District Office and adhere to the following three basic principles to ensure:

- **The academic integrity of the course**
- **The health and safety of the participants**
- **The fiscal and budgetary responsibility of the program**

Procedure Rationale: The District and Colleges support and encourage experiential learning in the form of study abroad courses. The District and Colleges have a responsibility to ensure the health and safety of the participants, demonstrate budget and fiscal responsibility and promote high quality academic experiences for its students, faculty and staff who participate in such learning.

Applicability of the Procedure: This Procedure will apply to all District faculty and staff who travel abroad with students off-campus for one or more nights as part of a credit-bearing course.

Procedure Elaboration:

- *Program Approval and Registration:*
All FLPs must be approved by the faculty member's Dean, Vice President of Instruction, College President, Dean of Global Learning Programs and Services at Skyline College, and Acting Director, Special International Programs.
- *Academic Requirements:*
Cañada College, College of San Mateo and Skyline College courses delivered abroad must adhere to the same high standards of development, content and delivery as courses taught on campus and have transferability to the University of California System and/or the California State University System. To that end, the following must be included in the program proposal and approval process:
 - Justification for the course offering to include why students would benefit from the travel component.
 - Syllabus for course including complete itinerary, lecture topics, and student learning outcomes (SLO's).

- Courses must demonstrate that they are meeting the basic contact hour requirement for the credit granted. When completing a new program proposal which includes a study abroad learning component, faculty must indicate how these contact hours are utilized and how they consider Zero Textbook Cost.
 - When using a tour program provider to deliver the tour, the syllabus should demonstrate course rigor within the context of the guided experience.
 - A risk assessment will be conducted by the appropriate office as designated by the Vice President of Instruction of the faculty member's college and under certain circumstances a second person may be required to serve as the assistant coordinator while off-campus.
- *Budget and Fiscal Responsibility:*
All financial matters related to FLPs are governed and applicable to District and College procedure and California State Law.
 - All FLPs are self-supporting, so a program fee will determine for each FLP. A minimum of 10 registered students is typically required although this number may vary based on program provider. This program fee will include:
 - All travel expenses for the faculty leader and assistant coordinator, if applicable, in accordance with California State's travel guidelines.
 - Student travel expenses including international/domestic airfare if applicable.
 - A program provider may be used to coordinate services such as housing, transportation, field trips, meals, etc. The use of a program provider and the real costs, terms and conditions of services must be clearly identified when the FLP is approved and disclosed to student participants.
 - Faculty leaders may take advantage of the travel discounts which pay for faculty travel costs given by the program provider for minimum enrollments, as long as clearly disclosed to student participants.
 - Faculty compensation:
 - Courses taught in fall/spring semesters should be part of faculty's course load and are not subject to extra service pay.
 - Courses taught in summer session will need to meet the minimum enrollment of 10 students set by the Office of Instruction to receive full salary.
 - All participants of a FLP are required to enroll in the course for credit and pay tuition and fees.
 - *Health and Safety of Participants:*
The safety and security of Cañada College, College of San Mateo and Skyline College students and faculty while traveling away is of the highest importance. Therefore:
 - Faculty leaders are required to be accessible via cell phone for the entire time the group is abroad.
 - Faculty leaders are required to meet with SMCCCD Study Abroad Office to review emergency protocols.
 - The start and end dates of the FLP be clearly defined and communicated to all participants. Faculty leaders are required to be available to the group during those dates.
 - All faculty leaders must submit:
 - Emergency contact information for all student participants and the faculty leader and assistant coordinator.
 - An emergency contingency plan in the event a student is separated from the group or the faculty leader becomes incapacitated. This plan should include:

- College Public Safety phone number, a meeting place, an alternate meeting place in the event the meeting place is compromised.
- A complete itinerary with contact information for all accommodations.
- Provide appropriate documentation as outlined in the procedures in compliance with the *Jeanne Clery Disclosure of Campus Security and Policy and Campus Crime Statistics Act* and Title IX.
- The Vice President of Instruction or designee may cancel an FLP due to unsafe conditions in the area which students and faculty will be traveling.
- In addition to the above, all faculty leaders of study abroad FLPs:
 - Must register group with the U.S. Embassy/Consulate through the U.S. Department of State's Smart Traveler Enrollment Program (STEP).
 - Provide participants with contact information in country for closest U.S. Embassy/Consulate.

Definitions:

A faculty-led program (FLP): is a credit bearing course where the faculty member and the registered students travel abroad for part or for the entire course, for one or more nights. Abroad is any country outside of the United States.

Faculty Leader: Instructor of record on an approved faculty-led program.

Assistant Coordinator: Typically a College staff member, who travels with the FLP abroad and can assist the faculty leader in the event of an emergency. This person is required to attend all emergency response training that is required of the faculty leader.

Program Provider: A third party organization or agency that is contracted with to provide or coordinate services such as housing, transportation, field trips, meals etc.

A completed proposal should include the following:

1. The completed Coversheet
2. Responses to all questions 1-10
3. A completed Signature Page (top half only)

Faculty-Led Program Application (coversheet)

Proposed Faculty Leader Information

Name:

Faculty status:

Department:

Division:

College:

Office Phone:

Mobile Phone:

Email address:

International Teach Abroad Information

Destination(s):

Proposed Date (At this time we are only accepting proposals for the following time periods)

- Summer Session 2025

Academic Course Information

Course number and title:

Course approval status (catalog course, special offering)

Credit hours:

Articulation with CSU/UC?

Any prerequisites? (required or recommended)

Applications may be submitted electronically with digital signatures or on paper with original signatures. This form with approved signatures should be attached to the application and submitted to Dr. Alice Yang, Acting Director of Special International Programs, yanga@smccd.edu and copied to studyabroad@smccd.edu by the deadline of **Tuesday, April 2, 2024**. Incomplete, unsigned or late applications cannot be considered.

Once received, complete applications will be reviewed by the SMCCCD Study Abroad Advisory Committee. Final decisions will be available in April 2023, and if a new program, additional program development and training with the study abroad will begin shortly thereafter. Program recruitment begins at least one year prior to program date.

4. Provide a preliminary itinerary for the international travel.

5. Are there any fitness demands, health or safety risks associated with the program?

6. How will on-site logistics (housing, meals, transportation, etc.) be arranged/managed?

7. Provide a preliminary budget for your proposed trip, including international airfare estimate.

8. Faculty selected to teach abroad on Faculty-Led Programs must actively recruit a minimum of 15 students. Faculty must attend all recruitment activities, orientations, and also initiate activities such as classroom visits. The SMCCCD Study Abroad Office provides posters, brochures, a website, email announcements, and other recruiting.

- Describe any experience you have had in the past with respect to recruitment activities.
- Describe strategies or activities you can use to generate excitement and recruit students for the program beyond the standard information sessions and class visits.
- Describe strategies or activities for assisting students who will need financial assistance in enrolling in study abroad programs

9. SMCCCD has a zero tolerance policy for students violating the College Code of Conduct as a result of alcohol or drug abuse. American students have died on study abroad programs due to substance abuse, have been arrested or terminated from programs. Describe how you will educate students on responsible behavior and expectations during the study abroad program.

10. Faculty must be prepared to spend additional time with students while teaching abroad, such as time spent mentoring, traveling together on field trips, and counseling them about their experiences and cross-cultural challenges. Describe any experiences you have had acting in a similar role.

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Faculty-Led Program Signature Page

I am requesting a teaching assignment from SMCCCD as part of the Study Abroad Program. I understand that if selected to participate in this program, that I must fulfill all of the instructional duties outlined in the contract. In addition, I will also actively recruit for the program to assure sufficient enrollment. By signing this form, my Dean and Vice President of Instruction agree to the needs for supporting this program including but not limited to:

- Activating the course for student registration through WebSMART and working with the College Office of Admission and Records, Counseling Office and Financial Aid.
- Working in partnership with SMCCCD Study Abroad for site inspection visit if needed, student recruitment, pre-departure orientations, and student code of conduct orientations.
- Selecting a program provider that meets the District's professional liability insurance coverage of \$5,000,000 and provides transparency of all costs of the program.

Proposed Study Abroad Course

Submitted by

Date

Reviewed & approved by Division Dean(s)

Division Dean (of the hosting college)

Date

Dean of Global Learning Programs at Skyline College

Date

Reviewed & approved by Vice President of Instruction (of the hosting college)

Vice President of Instruction

Date

To be completed after review & recommendation by the Study Abroad Advisory Committee.

Reviewed & approved by the Acting Director, Special International Programs

Acting Director, Special International Programs

Date

Reviewed & approved by Chair of the Study Abroad Advisory Committee College

Vice President of Instruction of Skyline College

Date

Reviewed & approved by President (of the hosting college)

President (of the hosting college)

Date