

Hosting Department/Faculty:

Please provide as much detail as possible for each of the items listed below, for all faculty involved.

1. Describe your experience in detail with study abroad, international travel, the host country language, and/or the proposed host country location.
2. How do the proposed program dates fit with your teaching obligations during the term of travel? If a summer program, you will be paid Schedule C. If you're proposing a semester program, how will this fit in with your regular course load?
3. The District International Education Program (DIEP) strongly recommends that at least one of the faculty has participated in study abroad before. If that is not the case, the district requires that you both meet with a faculty member who has participated before. Please provide information explaining how this requirement has been met.
4. If this is an embedded/permanent program, please explain how your department and dean will provide ongoing support of this program, including marketing and administrative support.
5. If embedded/permanent, what is your rationale for offering this program on a sustained basis?
6. How have you communicated your intent and sought support for this program with counterpart colleagues at other colleges in the district? DIEP recommends the first two runs of this program occur in the founding program. After this, the founding program should offer one faculty position per year to counterpart programs in the district.
7. Include a 5-year plan if this program will be a permanent component of a degree program. How will this study abroad program feature in your degree/discipline program? For example, will you always go to one destination, or will destinations change? If the latter, why and how often? Sample destinations?
8. How will your department/division decide which instructors will lead the study abroad program each time it is offered? For example, will faculty rotate? Will there be an application process at the campus or district-wide? Will different courses be taught in different years, or will the same courses be taught by different faculty? Explain:
9. Will the program be offered every year, every other year, etc.? Explain the rationale for this time plan.
10. If a similar program is offered in the district, please explain how your proposed program is different, complementary, etc. How will your program not be in direct competition? How will the district be able to support two similar programs? Is it possible to collaborate with that district department instead?

Program Components:

Please provide as much detail as possible for each of the items listed below.

1. Destination Itinerary:

- a. Be as specific as possible.
- b. Include approximate dates, duration for each stop, and destination contact(s) including contact expertise related to curriculum.

2. Summary of overall relevance of curriculum to destination:

- a. List at least three SLOs from the Course Outline that relate specifically to a minimum of three venues and/or field study sites that may be included on your itinerary.
 - i. Example: Course to be offered abroad: International Business in London
- b. How will you assess these learning outcomes?
 - i. SLO: Explain the rationale for the International Monetary System and how it affects the global economy and foreign investments.
- c. Venue/Site:
 - i. Example: Tour of Bank of London and presentation by economist, Presentation and Q./A with Joachim Fels, Chief of Fixed Economy Investments for Morgan Stanley.

3. Pre- and Post-program Meetings:

- a. How many pre-departure meetings (including orientation and meetings to meet required course contact time) do you plan on holding and for how many hours each?
- b. How many re-entry meetings (including post-program, final exams and meetings required to meet required course contact time, etc.) do you plan on holding and for how many hours each?
- c. Alternatively, will your course be a hybrid online and F2F course?

4. Share how this experience will contribute to specific District strategic initiative(s) (mission, goals, and objectives).

5. Potential student interest in the program:

- a. How did you determine student interest in the course(s) and location(s)?
- b. Are the courses GE/Transfer/CTE/etc?
- c. How many students are enrolled each semester in the courses planned to be offered?

6. Marketability/Viability:

- a. How do you plan to recruit participants and assist students with fundraising goals?
 - i. Examples: campus PIO office, visit classes, feeder schools, local organizations, etc.

7. Explain how you will select students in an event that you receive more applications than seats available (Ex. First-come first-serve, interview, essay, committee review etc.).

- 8. Will your program be available to all district students? Students from other colleges/universities? If so, please Explain.**
- 9. Estimated cost per participant (include lodging, travel without international flight, meal, visa/entry/exit fees, and activity/venue fees) from the preferred district 3rd-party provider AIFS, or another approved provider:**
 - a. Include the three quotes you obtained from the CIE and a rationale for why you chose this provider. **Note:** the student cost should include faculty housing, insurance, flights and all aspects of the program.
- 10. Explain the proposed accommodations provided for student physical, cognitive or social disabilities, including any required dietary needs.**
- 11. According to the CDC and the U.S. State Department, etc., what are the particular dangers for traveling in your chosen destination?**
 - a. The district will only approve travel to a level 1 or 2 rated destination.
 - b. How will you communicate these travel considerations to your interested students?
 - c. How will you attempt to mitigate them?
- 12. Please include your chosen provider's risk management protocol with your proposal.**
- 13. Program Description:**
 - a. If selected, this information will go on the program webpage.
 - b. Detailed description of the program that will entice students to enroll.
 - c. Focus on what the students will learn from the destination(s) program.
 - d. Be sure to highlight the cross-cultural component/s of the course.
- 14. Student Considerations:**
 - a. This information will go on the district webpage.
 - b. List all things that students may find uncomfortable about this experience that is important to know before applying:
 - i. Example, travel in small aircraft, travel by boat or ferry, no air-conditioning, lots of walking, inability to accommodate special needs, including dietary or physical accommodation, etc.
- 15. Additional needs/considerations (optional)**

Faculty and Hosting Departments, leading a study abroad program agree to do the following:

- Design the academic parts of the program
- Work with the Coordinator of International Education to secure a third-party provider, create the program contract, brochures, etc.
- With the 3rd-party provider, design and oversee production of publicity brochures, fliers, posters and interest cards. Share all web and social media platforms with DIEP.
- Include program information in college catalogs/schedules and post on websites
- Distribute publicity materials to campuses and centers
- Work as a liaison to Financial Aid Offices and Counseling
- Help plan organizational/informational meetings, including pre-program orientation
- Organize and make short classroom presentations at Fresno City College, Reedley College, Clovis Community College and the North Centers
- Set up and run regular informational meetings for students and their families
- Counsel students before and after departure
- Send follow-up emails to interested students, announcing informational meetings, deadlines, etc.
- Serve as club sponsors if fundraising is used to help underwrite the program
- Pay any additional costs associated with group flight deviations (e.g., extending return date)
- Acquire travel and medical insurance for the period you are abroad by including this cost in the student costs
- Submit faculty accommodation forms to third-party provider by deadline; failure to meet deadline may jeopardize air and housing accommodations and may lead to additional costs for faculty member
- Pay for all meals and any other expenses not expressly covered by this document and/or the program contract
- Pay any security deposits or utility costs for faculty housing, if applicable
- Secure separate contract with the third-party provider for non-program participant traveler, including insurance and all program costs prepaid
- Conduct pre-departure and re-entry meetings
- Travel with students on the group flight to the study destination
- Teach in and manage the study abroad program
- Maintain and submit positive attendance sheets and grades according to District timelines
- Maintain regular contact with both the Office of Educational Services & Institutional Effectiveness and the third-party provider
- Alert Office of Educational Services & Institutional Effectiveness of any issues of concern (e.g., health, safety, conduct, academic performance, excessive absences, etc.)
- Prepare and complete presentation at a workshop for future study abroad faculty showing how faculty and students benefited in their teaching and learning as a result of this program
- Other miscellaneous tasks

If selected to lead a study abroad program, I understand that I must remain in continuous employment with SCCCD until the commencement of the study abroad program. If I cease to be an employee of SCCCD, I forfeit leading a study abroad program.

First Instructor Signature: _____ Date: _____

Second Instructor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

President Signature: _____ Date: _____