

Academic Affairs

AP 4027 PHILOSOPHY AND CRITERIA FOR STUDY ABROAD PROGRAMS

Reference:

Education Code, Section 66015.7

Program Development

The development of a Study Abroad Program requires integrating complex academic and non-academic elements into a cohesive and student-centered plan. This process includes the following steps:

1. Submitting a plan
2. Plan review and amendments
3. Finalization and approval of the plan
4. Marketing the program
5. Student Participation and Selection
6. Program launch
7. Program evaluation

Step 1: Submitting the Plan

Faculty interested in creating or renewing a Study Abroad Program must submit a plan to the Assistant Director of International Student Services & Cultural Engagement. This plan must be submitted at least one year prior to the date of the course. Ideally, plans would be submitted at least two years prior to the course date. The plan must include the following:

- a. Program description, including session(s) the program is to be offered, the course(s) offered, a theme uniting the courses and the destination(s) (if applicable) and the travel destination(s).
- b. Academic Elements:
 - i. Instructor(s) qualifications:
 1. Instructors' possession of the minimum qualifications to teach in the disciplines whose courses they are proposing to teach. Instructors who do not currently possess minimum qualifications in appropriate disciplines may undergo the College's equivalency process to see if they qualify to teach the proposed course.
 2. Instructors' willingness to assume additional supervisory responsibilities for students at the foreign study site.
 3. Instructor's experience with the dynamics of group interaction and the ability to work closely and cooperatively with another colleague.

- 38 ii. Proposed curriculum – Courses offered must be regular college
39 courses that have been approved by the Curriculum Committee and
40 the state. They must be transferable and meet general education
41 requirements. Interdisciplinary courses are encouraged. Classes
42 must meet for the required number of hours specified in the approved
43 curriculum. Courses must be taught according to the approved
44 course outline of record. In rare instances, the Vice President of
45 Academic Affairs may approve independent study programs for
46 students who have already completed the identified coursework.
47 Please note, Study Abroad is distinct from “study tours” in that Study
48 Abroad has a university accredited curriculum that frequently
49 matches transfer requirements and provides weekly student contact
50 hours (WSCH) based funding. Like regularly scheduled classes,
51 Study Abroad provides the college with State funding based on an
52 established ratio of faculty to student contact hours. As such, Study
53 Abroad class hours must match the state-mandated measurement of
54 teacher-to-student contact hours per unit per semester.
- 55 iii. Local instruction – Study Abroad programs will include pre-departure
56 orientations and classes outside of the study-abroad schedule.
57 These may be on the Cerritos College campus, online, hybrid, or
58 HyFlex.
- 59 iv. Course schedule – There must be a substantial relationship between
60 the destination(s), the activities, and the content of the course(s).
- 61 v. Units – Programs offered must consist of at least 3-unit courses.
- 62 c. Non-Academic Elements:
- 63 i. Program evaluation procedures
- 64 ii. Student recruitment plan for disseminating information to students,
65 staff, and community
- 66 iii. Program cost (estimated) – Compensation for faculty will be at their
67 standard rate on the District salary schedule. Airfare, housing, and
68 study excursion costs for faculty are included in the costs of the
69 program and are not District expenses.
- 70 iv. Program implementation timeline – This includes student application
71 deadlines and all instructional dates (e.g., Advertising begins
72 October 1; Deadline for payment is May 1; June 1 to June 20 for on-
73 campus instruction; Study abroad is July 1 to July 30).
- 74 v. Required number of students to meet expenses – The program
75 expenses are based on the number of students paying for the class.
76 Once the cost of the program is determined, the breakdown of costs
77 by potential size should be offered (e.g. \$2,000 for 30 students,
78 \$2,500 for 20 students). The lowest bracket would be the minimum
79 number of students for the program to be offered.

80 **Step 2: Plan Review and Amendments**

81 Upon receipt of the plan, the Assistant Director of International Student Services &
82 Cultural Engagement (or designees) and the faculty advisor for study abroad (or

83 designees) will meet with the interested faculty to review the submitted elements. Once
84 all requisite elements satisfy the technical review, the plan will move to the approval
85 phase.

86 **Step 3: Finalization and Approval of the Program Plan**

87 The Vice President of Academic Affairs and the Vice President of Student Services will
88 meet with the team from Step 2 and finalize the program plan. The Vice President of
89 Academic Affairs has final approval of any program plan.

90 During this process, the team will finalize the Educational Service Contractor (ESC). All
91 programs will use an ESC for non-instructional services. Requests for Proposals will be
92 developed by the Assistant Director of International Student Services & Cultural
93 Engagement and sent to prospective contractors. The ESC for the travel program shall
94 be selected by the Vice President of Student Services and Vice President of Academic
95 Affairs. The Vice President of Student Services has final approval of the ESC. In
96 accordance with the college's standard contract approval procedures (including the
97 Director of Purchasing and Contracts). These companies must also:

- 98 • Be appropriately licensed, bonded and insured for providing services for, and be
99 experienced in working with, college-level educational travel/study programs.
- 100 • Show evidence of the ability to serve and provide access to students with
101 disabilities in accordance with the Americans with Disabilities Act and Section
102 504/508 of the Rehabilitation Act of 1973.
- 103 • Provide references from educational institutions.
- 104 • Inform the Study Abroad Office of all services and/or payments provided to the
105 instructors and assistants.
- 106 • Require and confirm that all participants have secured accident insurance
107 coverage for the period of the program prior to the scheduled departure date.
- 108 • The accident insurance plan shall require prior approval of the District.
- 109 • Hold harmless and indemnify the District, its Board of Trustees, its officers, and
110 employees or agents, from every liability, claim, or demand which may be made
111 by reason of:
 - 112 ○ Any injury to person or property sustained by the Contractor or by any
113 person, firm, or corporation, employed directly or indirectly by it, upon, or in
114 connection with, its services under this contract, however caused.
 - 115 ○ Any injury to person or property sustained by any person, firm, or
116 corporation, caused by an act, neglect, default, or omission of the
117 Contractor or any person, firm, or corporation, directly or indirectly
118 employed by it upon, or in connection with, the services provided herein.
 - 119 ○ Contractor(s) at their own cost, expense, and risk, shall defend all legal
120 proceedings that may be brought against the District, the Board of Trustees,
121 its officers and employees or agents on such liability, claim or demand and
122 satisfy any resulting judgment that may be rendered against any of them.
- 123 • Secure and maintain, at the Contractor's expense, during the period of contract,
124 Worker's Compensation and comprehensive liability insurance adequate to protect
125 the Contractor from claims for personal injury, including death and damage to
126 property, which may arise from operations under this contract. The policies so

127 secured also name the District as additionally insured and shall include a combined
128 single limit of not less than two million dollars (\$2,000,000.00) for each occurrence.
129 Failure to provide the District with a Certificate of Insurance on a form provided by
130 the District shall be a breach of contract.

- 131 • Meet the Cerritos College accessibility requirements for online software.
- 132 • Provide a certified statement of the financial statute of the organization, including
133 the name of the company holding its bond or maintaining its trust account as
134 required by California law.
- 135 • Provide a statement of policy for full or partial refund of fees in the event of any
136 sort of cancellation, including a description of how and when to apply for refunds,
137 with any deadlines clearly stated.

138 **Step 4: Marketing the Program**

139 Faculty will assist in the marketing of the program and will work with the Assistant Director of
140 International Student Services & Cultural Engagement on the strategy.

141 **Step 5: Student Participation and Selection**

142 Requirements for minimum units will be established depending on the length of the program
143 (e.g., summer classes). Information on the program will be disseminated to interested
144 students.

145 Procedures for student participation will include the following:

- 146 1. Apply. Students must complete the online application prior to the deadline for the
147 program. At both the time of application to the program and time of payment, students
148 must be in good standing with the college. Students from other community colleges
149 and four-year institutions are welcome, but must enroll as Cerritos College students
150 to participate in the Study Abroad Program.
- 151 2. Attend all required pre-registration conferences and events.
- 152 3. Sign a statement acknowledging an understanding of the terms and conditions for
153 participation.
- 154 4. Sign a waiver holding the District harmless for any and all problems or losses arising
155 from the occasion of, or failure to provide, non-instructional services by a travel
156 contractor.
- 157 5. Identify any special needs prior to departure, Study Abroad programs will be available
158 to all students and will not discriminate based on disability. To determine what
159 accommodations might be necessary and possible abroad, the student, Student
160 Accessibility Services (SAS), the Study Abroad office, and the Educational Service
161 Contractor (ESC) will assess the student's needs and possible accommodations. It
162 is the responsibility of the student to contact the SAS office at least three (3) months
163 before departure to disclose the nature of the disability and the need for
164 accommodation so there is sufficient time to make necessary arrangements for
165 accommodations. Regarding physical disabilities, it is important to note that other
166 countries' infrastructure and abilities to accommodate disabled individuals differ from
167 what is available in the United States.

168 6. Accept admission into the program. Students will be notified in writing of their status
169 in the program. Once accepted, students must complete payment to secure their
170 spots.

171 **Step 6: Program Launch**

172 Program faculty will assist with logistics and work to coordinate arrival and departures while
173 abroad. While abroad, the instructor will teach his/her/their assigned teaching load and have
174 additional non-academic responsibilities to coordinate local travel and study excursions.

175 Academic Responsibilities

- 176 • Develop and coordinate activities in connection with the detailed planning of the
177 academic program and its implementation.
- 178 • Teach the approved class content to the registered class members.
- 179 • Ensure that the amount of work asked of the students is consistent with the work
180 expected in the usual classroom situation.
- 181 • Prepare objectives, develop instructional strategies, and select appropriate
182 assessment techniques.
- 183 • Encourage the students to use non-class time to complement the course content.
184 Prior to departure, the instructors will encourage the students to spend time
185 researching the area in which they will be traveling. Additionally, the instructors will
186 inform class members of available cultural events when in the foreign study site.

187 Non-Academic Responsibilities

- 188 • Instructors must understand their expanded role in relationship to the program
189 participants. The instructors must be capable of dealing with problem behavior,
190 medical emergencies, travel disruptions, unforeseen expenses, and other situations
191 not normally encountered in a regular classroom.
- 192 • Instructors will meet with the Assistant Director of International Student Services &
193 Cultural Engagement to increase their awareness of logistical issues concerning
194 travel, appropriate clothing, housing, money exchange, weather customs, packing,
195 local mores, etc., thus giving the instructors, as well as student participants, the
196 opportunity to better adjust to, and prepare for, the travel experience.
- 197 • During the semester prior to the study abroad program, the instructors will participate
198 in the recruitment of students, dissemination of information concerning the academic
199 program at orientation meetings, and advisement of program participants on course
200 requirements.
- 201 • The instructor will make it clear to the class members that he/she/they is available for
202 advice and general problem solving and encourage all class members to discuss any
203 questions and concerns as they arise.
- 204 • Instructors must ensure that all students must remain enrolled in a minimum of 3
205 units while studying abroad. When necessary, they must assist the program in
206 processing drop and add forms on time.
- 207 • In case of medical emergencies or accidents involving a member of the class, the
208 instructor's primary responsibility is to the entire class. Normally, one instructor will
209 stay with the group while the other instructor or a designated class member or
210 assistant transports or accompanies the ailing or injured participant to safety or the

211 nearest facility. The instructors will notify the Educational Services Contractor in the
212 foreign study site and, as soon as feasible, the Cerritos College Study Abroad Office.

213 **Step 7: Program Evaluation**

214 Prior to the conclusion of each offering of a Study Abroad Program, students will submit a
215 written evaluation of the program and participate with faculty in a group evaluation session.
216 Following the conclusion of each offering of a Study Abroad Program and upon the return
217 of the participating students and faculty, an evaluation conference may be conducted to
218 discuss the program. All faculty and students participating in the particular program will be
219 encouraged to attend.

220 Following the conclusion of each offering of a Study Abroad Program, the instructors will
221 submit a written evaluation of the program that includes recommendations for improvement.

222 Program evaluations should address the following:

- 223 1. The successful completion of instruction in each of the courses included in the
224 program.
- 225 2. Accomplishments of the program as a whole and the individual accomplishments of
226 participating students and faculty.
- 227 3. Specific academic, logistical, and interpersonal dynamics of the program.
- 228 4. An overall assessment of the program including recommendations for continuation
229 and improvement.

230 The Study Abroad Office will review the program evaluation and, in conjunction with the
231 participating faculty, make recommendations for improvement of effectiveness.

232 Office of Primary Responsibility: Vice President, Academic Affairs
233 Vice President, Student Services

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