

CERRITOS COMMUNITY COLLEGE DISTRICT

EDUCATIONAL/STUDY ABROAD PROGRAM

FACULTY RESPONSIBILITIES

Study Abroad programs promote academic enrichment and personal growth. They are designed to offer students an opportunity to explore and experience other cultures while making progress toward their educational goals. For the purposes of Cerritos College's Study Abroad Program, study abroad is defined as Cerritos College classes, enrolled by Cerritos College students, that are offered in part or in full during a regularly scheduled academic session held off-campus, in an international host country, and taught by Cerritos College full-time faculty members.

The purpose of this program is to provide students with a successful educational experience. Consequently, this requires a high level of participation of faculty during academic, off-site, and occasional weekend events. Faculty who participate in study abroad programs serve a number of roles including those of instructor, activities coordinator, advisor, mediator, and problem-solver. By accepting this assignment, the faculty member agrees to perform a number of responsibilities outside those normally encountered during the academic year in a traditional, on-campus classroom. Below is a list of expected duties and responsibilities. Since every study abroad program differs, based on student personalities and the challenges of each host location, this list is not comprehensive. Faculty participants are expected to fulfill their commitment to the Cerritos Community College District and the students in good faith.

Pre-Departure Responsibilities

1. *Proposing a Study Abroad Program:* Faculty interested in teaching as a part of a Cerritos College study abroad program must submit a study abroad proposal form to the Vice President of Academic Affairs' office, following the submission procedures and deadlines advertised by the office. The Vice President of Academic Affairs' office will select future study abroad locations and courses of study based on the proposals and after selecting bids from district-approved study abroad program providers. Faculty selected to teach in a study abroad program must agree to certain responsibilities to ensure the successful implementation of the study abroad program.
2. *Promotional Responsibilities:* The success of a study abroad program depends on the enthusiastic commitment of the selected faculty to promote the program and to recruit as many students as possible. The instructors will be expected to do much of the recruiting, as enrollment in the study abroad classes will determine whether the study abroad program runs. Enrollment will follow district guidelines set for class enrollment.
3. *Information Meetings:* Faculty chosen to teach abroad are expected to organize and participate in informational meetings for interested students, with the support of the Vice President of Academic Affairs' office. Participation will involve conveying information about classes and discussing other issues related to the academic components of the

program, as well as financial aid and funding study abroad, and orientations to the host country culture.

4. *Individual Conferences:* Faculty should be accessible to students who have been accepted to the program to answer questions about the curriculum or the program. Regularly scheduled office hours may be used for this purpose as well as telephone and email communication.
5. *Commitment Period:* Faculty are expected to help the student abroad program provider to organize and attend pre-departure orientation(s), as well as on-site arrival orientations. Faculty are also expected to provide a full course of instruction during the study abroad program dates (See Curricular Responsibilities below). Additional tasks may also be required prior to departure to support all aspects of the program. These responsibilities will be discussed with participating faculty members.
6. *Student Payment for Study Abroad Direct to Provider:* No monies shall be handled by the faculty member for the study abroad program. Students will use the study abroad provider's portal, or an alternate arrangement, to make deposits and payments directly to the study abroad provider. The provider is responsible for invoicing and servicing all monies related to the study abroad program, with the exception of enrollment for Cerritos College classes, which are conducted through the district in the same way that other enrollments occur.

Site Responsibilities

1. Faculty are not required to travel to the host country with the students on the same flight, but are encouraged to do so. Students may arrive in one group if they take advantage of the study abroad program provider's group airline rates and reservations, if any are available. If students want to extend their visit after the program, they may make travel arrangements with the travel provider or purchase their airline tickets independently. Students are responsible for arriving at the location of the program at the agreed upon time. Faculty may take advantage of student group airline rates, as these *may* provide free airfare for faculty if a minimum number of students select the group travel arrangements. See the study abroad program provider's proposal for details. Faculty who do not wish to travel with the group, or if there is no group travel option available, will be responsible for purchasing their own airline tickets at their sole expense. Faculty are responsible for arriving at the location of the program at the agreed upon time.
2. Faculty must notify the Vice President of Academic Affairs' office prior to departure of their travel arrangements (including airlines and flight numbers), their dates of travel, and if they intend to return to the U.S. at a date later than the end of the study abroad program. If faculty intend to return to the U.S. at a date later than the end of the study abroad program, they remain responsible for submitting all final grades and materials to Cerritos College according to the same deadlines and procedures followed for the academic session.

3. Faculty members are expected to advise, mediate, problem-solve, and serve as resources for the students in the host country. In addition to the classroom and office hours, they must be reasonably available to students by email and phone and/or text. Faculty may wish to check their international calling plans/rates, but mobile phone expenses are the responsibility of the faculty member. The study abroad program provider may issue mobile phones to faculty; see the study abroad program provider's proposal.
4. Faculty hold primary responsibility for student conduct and discipline in the study abroad program host country and location, but they should coordinate these responsibilities with on-site study abroad program provider staff. Students are held to the same codes of conduct and discipline as on the Cerritos College campus. Should discipline problems occur, faculty will communicate immediately with their division dean and the Vice President of Academic Affairs' office.
5. Faculty will maintain regular contact with the division dean and the Vice President of Academic Affairs' office via weekly email reports and/or telephone calls during the international study period.
6. Faculty are expected to work closely and collaboratively with the on-site study abroad program provider staff to solve instructional and support problems, and with paired college faculty to coordinate the study abroad program.
7. Faculty are expected to serve as an emergency contact for the district during the period of the study abroad program, working with the study abroad program provider's local representatives in resolving problems with housing and other emergency situations. Often the staff of the study abroad program provider is better qualified to handle emergencies, but faculty must always be kept informed of any emergencies or special medical treatment that has occurred and inform the Vice President of Academic Affairs' office and the relevant division dean immediately upon learning of any emergency or medical incident.
8. Faculty will travel with and supervise the students during all program-sponsored overnight excursions and day trips. Some excursions may require extensive walking and climbing, and faculty are expected to be familiar with various transportation systems including rail, airlines, bus, taxi, and mini-bus.
9. Faculty will also assist students returning with the group to the airport at the conclusion of the study abroad program for the return flight home.

Curricular Responsibilities

1. *Course Load:* Unless otherwise arranged with the Vice President of Academic Affairs' office, the faculty member will teach one course in a summer- or winter-session study abroad program.

2. On site, the faculty member will be responsible for instruction, following the course outline of record; implementation of college policies on standards of student conduct; and holding regularly scheduled classes and/or academic activities to meet the district's requirement for student contact hours.
3. Faculty will establish and maintain regularly scheduled office hours on site to discuss academic and non-academic issues, following the guidelines for office hours in the district's faculty contract.
4. Faculty will provide a detailed syllabus for each class offered, including textbooks, assignments and course-grading policy to students in the program, following course outlines of record. Faculty may also be required to provide syllabi to their division deans or the Vice President of Academic Affairs' office prior to the start of class.
5. Faculty will communicate any students' problems regarding academic coursework, cultural adjustment, or behavioral issues with the division dean and the Vice President of Academic Affairs' office. Special attention must be given to notify the study abroad program provider, the division dean, and the Vice President of Academic Affairs' office about students who stop attending class or are absent for an extended period from the classroom or housing location.
6. Faculty will establish and enforce policies regarding attendance and tardiness, following District guidelines. After departure from the U.S. to the host country site, students who choose to drop the study abroad class will be removed from the program unless they are enrolled in a paired class in the same study abroad program. The study abroad program provider will assist the student who is no longer enrolled in the study abroad program class(es) in arranging an early flight home. Faculty must check rosters regularly to ensure that students remain fully enrolled in the class. Similarly, should faculty need to drop students for a failure to attend class or related academic activities, faculty will work with the study abroad program provider to assist the student in arranging an early flight home.
7. All aspects of the Study Abroad Program, including the academic portion of the program, services of the study abroad program provider including pre-departure preparation, housing, on-site support, program facilities, excursions, field trips and other activities will be evaluated by the students. The faculty member will conduct these evaluations during the site visit. However, these evaluations will not be subject to the faculty evaluation process outlined in the district's faculty contract unless the faculty member is scheduled for evaluation as stipulated by the faculty contract.
8. Faculty must submit grade reports and supporting materials according to the deadlines and procedures stipulated by the District for the academic session in which the class is taught.

Post-Return Responsibilities

1. Faculty will meet with the Vice President of Academic Affairs' office following the return from the study abroad program to review the program's effectiveness and will make suggestions for improvement. Faculty and the Vice President's office must hold this review meeting within one month of the start of the following academic semester. For summer session study abroad programs, the review meeting must take place within four weeks of the beginning of fall semester.
2. A summary evaluation of the program will be prepared by faculty and distributed to Vice President of Academic Affairs' office.
3. Faculty will ideally make themselves available in future semesters to help promote and support the Study Abroad Program. These activities may include recruiting teaching faculty, speaking with student groups, and making presentations to academic divisions and administrators in support of the program.

Compensation and Provisions

1. Compensation: Faculty are paid for teaching their Cerritos College study abroad class at the same rate as their on-campus classes, per the faculty contract. If a summer class is taught, it will be paid by the same summer rate they receive for on-campus assignments.
2. Faculty must make their travel arrangements with the travel provider, should they wish to take advantage of free airfare possibilities, depending on the availability of group rates, the number of students choosing these group flights, and arrangements made by the study abroad program provider to schedule free faculty transportation to the host country. Otherwise, faculty must arrange and pay for their own travel arrangements to and from the host country at their sole expense.
3. Accommodations are determined by the study abroad program provider. Faculty housing accommodations are paid for by the provider (studio or one-bedroom apartment). If larger, more expensive accommodations are requested, the instructor is expected to pay the difference, making arrangements with the study abroad program provider.
4. All faculty entrance fees to program-sponsored excursions or cultural events are paid for by the study abroad program provider, as is ground travel in the host country, if available.
5. No food allowance is provided for faculty. In the case of a class meal to welcome students to the host country, or a conclusion meal to end the study abroad program, planned as part of the program provider's proposal, those faculty meals will be paid for by the study abroad program provider.

Other Responsibilities and Considerations:

The faculty member’s primary responsibilities are for the welfare, safety, and academic success of all students enrolled in the Study Abroad program. Given the high expectations of students studying abroad and the need for faculty attentiveness on all program–sponsored events, faculty members may be accompanied abroad by dependents or family only under the following conditions:

1. Minor children may accompany faculty abroad, but they are the full responsibility of that faculty member. Neither the District nor the Study Abroad program provider are liable for minor children or other family members.
2. Participation of dependents in any program-sponsored excursion or event must be approved by the study abroad program provider and cannot be guaranteed. The faculty member will be expected to pay all additional costs associated with travel, lodging, food, and activities for dependents and family members at their sole expense.
3. Dependents and additional family members are not allowed in the classrooms or instruction areas.
4. Dependents and family members must not interfere with the privacy of students enrolled in the program.

The above list of duties and responsibilities is intended to clarify the expectations of the Cerritos Community College District. These also reflect the expectations of the students participating in a Study Abroad Program.

I understand and agree to the duties and responsibilities as outlined in this document.

Printed Name

Signature

Date

Study Abroad Program Location and Dates of Program