

Academic Affairs

AP 4027 PHILOSOPHY AND CRITERIA FOR STUDY ABROAD PROGRAMS

Reference:

Education Code, Section 66015.7

Program Development

The following criteria will be used to develop a program of study in a foreign country:

1. The Vice President of Academic Affairs, in consultation with the Study Abroad Task Force, will determine program location(s) at least one year in advance. In determining program location(s), student interest, faculty availability, international security issues, cost and other relevant factors will be considered.
2. Once the program location has been selected, the Vice President of Academic Affairs, or designee, will work with the selected instructors to develop a detailed plan. The plan must include the following:
 - a. Program description
 - b. Instructors' qualifications
 - c. Proposed curriculum
 - d. Course schedule
 - e. Program evaluation procedures
 - f. Student recruitment plan for disseminating information to students, staff, and community
 - g. Program cost
 - h. Program implementation timeline
 - i. Required number of students for the program to occur

This plan must be submitted to the Vice President of Academic Affairs for final approval.

3. There must be a substantial relationship between the destination(s) and the content of the course(s).
4. Courses offered must be regular college courses that have been approved by the Curriculum Committee and the state. They must be transferable and meet general education requirements. Interdisciplinary courses are encouraged.
5. Classes must meet for the required number of hours specified in the approved curriculum. Courses must be taught according to the approved course outline of record.

34 6. The program offered must be one capable of allowing participants to be full-time
35 students, enrolling and remaining in the equivalent of 12 hours of instruction per
36 week.

37 7. Study Abroad programs will include pre-departure orientations and classes held
38 on the Cerritos College campus.

39 **Instructor Selection**

40 The Study Abroad office will send a memo to all eligible faculty inviting them to apply for
41 the program. Applications submitted after the deadline will not be considered. All faculty
42 applying for the program must advise their department chairs and division deans that they
43 are applying and indicate the semester/term for which they will be abroad. The division
44 dean must sign the application, indicating approval.

45 Instructors will be selected on the basis of the following criteria:

46 1. Instructors' possession of the minimum qualifications to teach in the disciplines
47 whose courses they are proposing to teach. Instructors who do not currently
48 possess minimum qualifications in appropriate disciplines may undergo the
49 College's equivalency process to see if they qualify to teach the proposed courses.

50 2. Instructors' willingness to assume additional supervisory responsibilities for
51 students at the foreign study site.

52 3. The academic expertise of the individual and his/her willingness and ability to
53 assume the necessary duties of the program.

54 4. The individual's experience with the dynamics of group interaction and the ability
55 to work closely and cooperatively with another colleague.

56 Selection of instructors will be conducted by the Study Abroad Task Force, or a
57 subcommittee thereof. The selection committee will review applications, may interview
58 applicants, and will then make a recommendation to the Vice President of Academic
59 Affairs, who will make the final selection(s).

60 If members of the Study Abroad Task Force wish to apply, they cannot serve on the
61 selection committee and must recuse themselves from all discussions and votes relating
62 to the selection committee.

63 **Instructor Responsibilities**

64 While abroad, the instructor will teach his/her assigned teaching load and have additional
65 non-academic responsibilities to coordinate local travel and study excursions.

66 Academic Responsibilities

- 67 • Develop and coordinate activities in connection with the detailed planning of the
- 68 academic program and its implementation.
- 69 • Teach the approved class content to the registered class members.

- 70 • Ensure that the amount of work asked of the students is consistent with the work
71 expected in the usual classroom situation.
- 72 • Prepare objectives, develop instructional strategies, and select appropriate
73 assessment techniques.
- 74 • Encourage the students to use non-class time to complement the course content.
75 Prior to departure, the instructors will encourage the students to spend time
76 researching the area in which they will be traveling. Additionally, the instructors will
77 inform class members of available cultural events when in the foreign study site.

78 Non-Academic Responsibilities

- 79 • Instructors must understand their expanded role in relationship to the program
80 participants. The instructors must be capable of dealing with problem behavior,
81 medical emergencies, travel disruptions, unforeseen expenses, and other situations
82 not normally encountered in a regular classroom.
- 83 • Instructors will attend all pre-department meetings offered by the Study Abroad Office
84 to increase their awareness of logistical issues concerning travel, appropriate
85 clothing, housing, money exchange, weather, customs, packing, local mores, etc.,
86 thus giving the instructors, as well as student participants, the opportunity to better
87 adjust to, and prepare for, the travel experience.
- 88 • During the semester prior to study abroad program, the instructors will participate in
89 the recruitment of students, dissemination of information concerning the academic
90 program at orientation meetings, and advisement of program participants on course
91 requirements.
- 92 • The instructor will make it clear to the class members that he/she is available for
93 advice and general problem solving and encourage all class members to discuss any
94 questions and concerns as they arise.
- 95 • Instructors must ensure that all students remain enrolled in at least 12 units while
96 studying abroad. When necessary, they must assist the program in processing drop
97 and add forms on time.
- 98 • In case of medical emergencies or accidents involving a member of the class, the
99 instructor's primary responsibility is to the entire class. Normally, one instructor will
100 stay with the group while the other instructor or a designated class member or
101 assistant transports or accompanies the ailing or injured participant to safety or the
102 nearest facility. The instructors will notify the Educational Services Contractor in the
103 foreign study site and, as soon as feasible, the Cerritos College Study Abroad Office.

104 **Student Participation and Selection**

105 Students will be required to enroll in and complete a minimum of 12 units for a semester-
106 length program. Other requirements for minimum units will be established depending on

107 the length of the program (e.g., summer classes). Information on the program will be
108 disseminated to interested students.

109 Procedures for student participation will include the following:

110 1. Study Abroad programs will be available to all students and will not discriminate on
111 the basis of disability. In order to determine what accommodations might be
112 necessary and possible abroad, the student, Disabled Student Programs and
113 Services (DSPS), the Study Abroad office, and the Educational Service Contractor
114 (ESC) will assess the student's needs and possible accommodations. It is the
115 responsibility of the student to contact the DSPS office at least three (3) months
116 before departure to disclose the nature of the disability and the need for
117 accommodation so there is sufficient time to make necessary arrangements for
118 accommodations. Regarding physical disabilities, it is important to note that other
119 countries' infrastructures and abilities to accommodate disabled individuals differ
120 from what is available in the United States.

121 2. Submit an application to the Office of Study Abroad. Students must be in good
122 standing with the college. Students from other community colleges and four-year
123 institutions are welcome, but must enroll as Cerritos College students to be
124 eligible to participate in the Study Abroad Program.

125 3. Attend all pre-registration conferences and events.

126 4. Sign a statement acknowledging an understanding of the terms and conditions for
127 participation.

128 5. Sign a District Waiver holding the District harmless for any and all problems or losses
129 arising from the occasion of, or failure to provide, non-instructional services by a
130 travel contractor.

131 6. Students will be notified in writing of their status in the program.

132 **Educational Services Contractors (ESC)**

133 All programs will use an ESC for non-instructional services.

134 Requests for Proposals will be developed by the Office of Study Abroad and sent to
135 prospective contractors. The ESC for the travel program shall be selected by the Vice
136 President of Academic Affairs, in accordance with the college's normal contract approval
137 procedures.

138 Contractors must:

139 1. Be appropriately licensed, bonded and insured for providing services for, and be
140 experienced in working with, college-level educational travel/study programs.

141 2. Show evidence of the ability to serve and provide access to students with
142 disabilities in accordance with the Americans with Disabilities Act and Section
143 504/508 of the Rehabilitation Act of 1973.

- 144 3. Provide references from educational institutions.
- 145 4. Inform the Study Abroad Office of all services and/or payments provided to the
146 instructors and assistants.
- 147 5. Require and confirm that all participants have secured accident insurance coverage
148 for the period of the program prior to the scheduled departure date. The accident
149 insurance plan shall require prior approval of the District.
- 150 6. Hold harmless and indemnify the District, its Board of Trustees, its officers and
151 employees or agents, from every liability, claim, or demand which may be made by
152 reason of:
- 153 a. Any injury to person or property sustained by the Contractor or by any person,
154 firm, or corporation, employed directly or indirectly by it, upon, or in connection
155 with, its services under this contract, however caused.
- 156 b. Any injury to person or property sustained by any person, firm or corporation,
157 caused by any act, neglect, default, or omission of the Contractor or any
158 person, firm, or corporation, directly or indirectly employed by it upon, or in
159 connection with, the services provided herein.
- 160 c. Contractor(s) at their own cost, expense, and risk, shall defend all legal
161 proceedings that may be brought against the District, the Board of Trustees,
162 its officers and employees or agents on such liability, claim or demand and
163 satisfy any resulting judgment that may be rendered against any of them.
- 164 7. Secure and maintain, at Contractor's expense, during the period of the contract,
165 Worker's Compensation and comprehensive liability insurance adequate to protect
166 the Contractor from claims for personal injury, including death and damage to
167 property, which may arise from operations under this contract. The policies so
168 secured shall also name the District as additional insured and shall include a
169 combined single limit of not less than two million dollars (\$2,000,000.00) for each
170 occurrence. Failure to provide the District with a Certificate of Insurance on a form
171 provided by the District shall be a breach of contract.
- 172 8. Provide a certified statement of the financial stature of the organization, including the
173 name of the company holding its bond or maintaining its trust account as required by
174 California law.
- 175 9. Provide a statement of policy for full or partial refund of fees in the event of any sort
176 of cancellation, including a description of how and when to apply for refunds, with
177 any deadlines clearly stated.

178 All contractors' bids will be reviewed by the Study Abroad Office prior to their being sent to
179 the Office of Business Services for approval and signature.

180 The Study Abroad Office will work with the ECS to outline the following for program
181 participants: logistics, itinerary, foreign information, guidelines for travel, cost of the
182 program, and money exchange.

183 **Faculty Compensation and Instructor Loads**

184 Compensation for faculty will be at their standard rate on the District salary schedule.
185 Airfare, housing and study excursion costs for faculty are included in the costs of the
186 program and are not District expenses.

187 Instructor loads for the Study Abroad programs will follow these proportions:

188	Instructor #1	Instruction	60%
189		Reassigned Time and Professional Duties	40%

190	Instructor #2	Instruction	60%
191		Reassigned Time and Professional Duties	40%

192 **Program Evaluation**

193 Prior to the conclusion of the program, students will submit a written evaluation of the
194 program and participate with faculty in a group evaluation session.

195 Following the conclusion of the program and upon the return of the participating students
196 and faculty, an evaluation conference may be conducted to discuss the program. All faculty
197 and students participating in the particular program will be encouraged to attend.

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

200 Program evaluations should address the following:

201 1. The successful completion of instruction in each of the courses included in the
202 program.

203 2. Particular accomplishments of the program as a whole and the individual
204 accomplishments of participating students and faculty.

205 3. Specific academic, logistical, and interpersonal dynamics of the program.

206 4. An overall assessment of the program including recommendations for continuation
207 and improvement.

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

210 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: May 4, 2011
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