



State Center Community College District Study Abroad Proposal and Application:

	Instructor	Instructor
Submitted by:		
Department:		
Division:		
College/Center:		
Office extension:		
Phone Number:		
E-mail address:		
Faculty area of expertise		
First year of service with SCCC	Full time: Part time:	Full time: Part time:
Year(s) in which previous study abroad has been granted.	Year: Destination:	Year: Destination:
	Year: Destination:	Year: Destination:
	Year: Destination:	Year: Destination:
Year(s) in which previous study abroad has been denied.	Year: Destination:	Year: Destination:
	Year: Destination:	Year: Destination:
	Year: Destination:	Year: Destination:

Destination or Name of Proposed Program: _____

Course Name	Units	Majors that will benefit from this experience	Instructor

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

1. **Destination Itinerary:** Be as specific as possible. Include approximate dates, duration for each stop, viability, and destination contact(s) including contact expertise related to curriculum.
2. **Summary of overall relevance of curriculum to destination.** List at least 3 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.

Example:

Course to be offered abroad: International Business in London

SLO: Explain the rationale for the International Monetary System and how it affects the global economy and foreign investments.

Venue/Site: (A) Tour of Bank of London and presentation by economist, (B) Presentation and Q./A with Joachim Fels, Chief of Fixed Economy Investments for Morgan Stanley

3. Share how this experience will contribute to specific District strategic initiative(s) (mission, goals, objectives).
4. Potential student interest in the program: How did you determine student interest in the course(s) and location(s)? Are the courses GE/Transfer/CTE/Developmental? How many students are enrolled in courses planned to be offered?
5. Marketability: How do you plan to recruit participants and assist students with fundraising goals?
6. Estimated cost per participant (include lodging, travel without international flight, meal, visa/entry/exit fees, and activity/venue fees):
7. Additional needs/considerations (optional).

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.

FACULTY 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.
- Organize and make short classroom presentations at all the colleges and centers
- Set up and run regular informational meetings for students and their parents
- 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)
- 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
- Conduct pre-departure meeting for a summer program
- Travel with your 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, excess absences)
- Other miscellaneous tasks
- Flex day presentation showing how faculty and students benefited in their teaching and learning as a result of this program

Instructor #1 Signature: _____ Date: _____

Instructor #2 Signature: _____ Date: _____



Sign-Off Form

Proposed Program _____

Submitted by _____ **Date** _____

Reviewed & Approved by _____

Department Name

Department Chair Signature/Division Representative Date

Department Name

Department Chair Signature/Division Representative Date

Reviewed & Approved by Division Dean(s)

Division Dean Date

Division Dean Date

The following to be completed after review and approval by the Study Abroad Subcommittee of the District International Education Committee

Reviewed & Approved by Coordinator of International Education, upon approval by Study Abroad Subcommittee

Coordinator of International Education Date

Comments _____

Reviewed & Approved by Vice President of Instruction

Vice President of Instruction Date

Reviewed & Approved by President

President/Vice Chancellor Date

Approved by Vice Chancellor of Workforce Development & Educational Services

Vice Chancellor Date

Approved by the Board of Trustees _____

Date