

**FACULTY
STUDY ABROAD HANDBOOK**



**FOR SDICCCA
SPONSORED PROGRAMS**

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FACULTY STUDY ABROAD HANDBOOK FOR SDICCCA-SPONSORED SEMESTER PROGRAMS

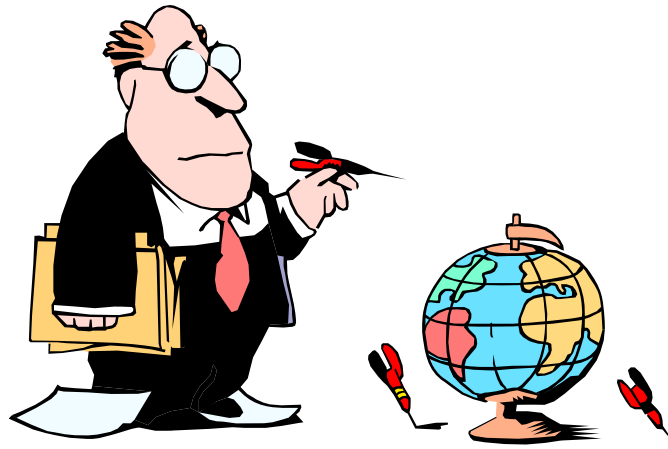
Introduction

An important goal of the San Diego Community College District is to internationalize the curriculum. To achieve this goal, the District and colleges sponsor opportunities, such as study abroad programs, to enable faculty and students to obtain first hand experience living and teaching or studying abroad.

Through these experiences, faculty are able to take advantage of resources abroad which are relevant to their discipline, to develop their curriculum and subsequently infuse their experiences into the classroom when they return to the home campus. Students are able to develop the global competencies they need in order to live and work successfully in an ever-expanding global society while making progress towards completion of academic goals in another country.

Opportunities to teach abroad are offered every semester to tenured faculty through the San Diego and Imperial Counties Community College Association's Study Abroad Consortium (SDICCCA-SAC). The Consortium is a collaborative approach to developing and implementing study abroad programs for community college students. A representative of the consortium is located on your campus (see page 11).

It is the responsibility of the Consortium and its affiliates to provide an academically sound, culturally enriching, personally rewarding and safe experience to participating students with the assistance of the professors who are chosen to teach abroad.

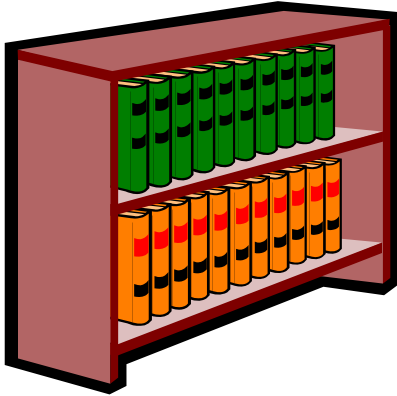


What locations have been selected for study abroad programs and how are they chosen?

The Consortium's first program took place in Oxford, England during Spring 2000. Subsequent programs were in Florence, Italy during Fall 2000; Oxford, England during Spring 2001; San Jose, Costa Rica during Fall 2001; Brisbane, Australia during Spring 2002; Florence, Italy during Fall 2002; San Jose, Costa Rica during Spring 2003; Florence, Italy during Fall 2003; the French Riviera (Cannes) during Spring 2004; Florence, Italy during Fall 2005; Madrid, Spain for Spring 2006; Florence, Italy for Fall 2006; Seville and Barcelona Spain for Fall 2007; Florence, Italy for Spring 2008 and Spring 2009; and Paris, France for Fall 2009.

Program sites abroad are selected by taking into consideration safety and security issues, the location's appeal to students, sites that are served by logistical support providers, and current trends in study abroad.





What is the organizational structure of SDICCCA-SAC and of a study abroad program?

The collaborative nature of these programs calls for one college in the Consortium to serve as the “lead” college on an annually rotating basis.

The responsibilities of the lead college are to coordinate the bid/proposal process to select a logistical support provider, to register and collect registration fees from students, process financial aid for participants, issue transcripts to students, pay the cost of adjunct replacement at adjunct rates to member colleges who send faculty to teach on semester abroad programs, and to serve as official liaison with the logistical support provider to put all elements of the program in place.

SDICCCA-sponsored semester study abroad programs are from 8 - 12 weeks in length. When programs are less than 12 weeks in length, classes begin in San Diego prior to departure.

Students usually have a week off during the program to take advantage of travel opportunities. Classes may be offered on a five-day-a-week or a four-day-a-week schedule.



What classes are taught abroad?

Classes offered abroad are taught in English by two (on rare occasions three) faculty from throughout consortium member colleges who are selected from a competitive pool of applicants. In addition, local instructors have been hired to teach a Life and Culture course about the host country, and, if applicable, local instructors have also been hired to teach several levels of the host country

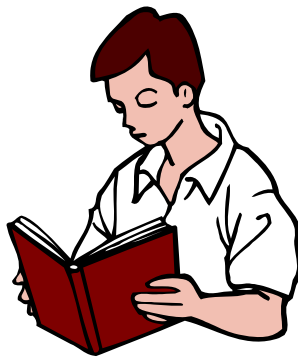
language. Classes take place in facilities in the host country that are used exclusively for our group of students. Examples of classroom facilities used in past programs include universities and language schools.

Faculty who are selected to teach abroad are chosen partially according to the appropriateness of their subject area to the site abroad. Professors of Art have been selected to teach in Florence, Italy; Professors of Biology have been selected to teach in Australia and Costa Rica; Professors of English have been selected to teach in England; Professors of Anthropology and Latin American Studies have been selected to teach in Costa Rica; a Professor of film studies has been selected to teach in Cannes, France. In addition, professors of Philosophy have been selected to teach in England and Australia, professors of Communication have been selected to teach in Italy and Costa Rica, and professors of English have been selected to teach in Italy.

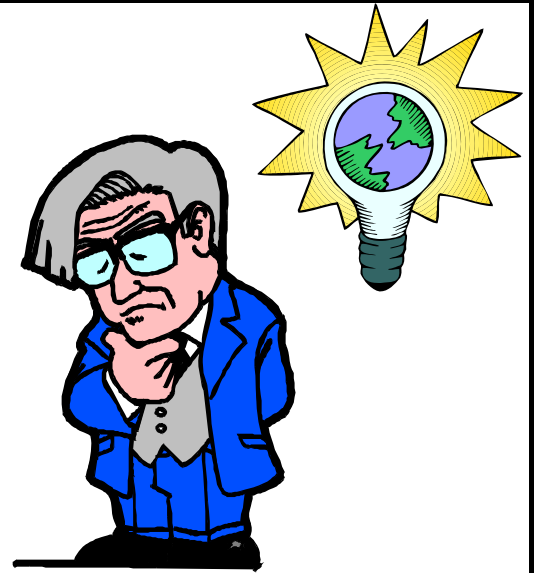
Imagine being able to use the museums in Italy and Spain; the forests and biological field stations in Costa Rica; a koala sanctuary in Australia; the streets of Oxford, England; and the local environment for anthropology, communication and Latin American studies as your classroom!! And imagine the extended field trips and excursions you can make to visit sites of cultural and historical interest to supplement and enhance your curriculum!!

Classes taught abroad meet general education requirements and are transferable to CSU and/or UC.

Students must be enrolled full-time while participating on a semester study abroad program.



Would I have other responsibilities besides teaching when participating in this program?



The answer is an emphatic **YES!!** Generally speaking, faculty are expected to spend much more time with students than they do while at their home college. Faculty assume the role of mentor, advisor, parent, and friend and usually develop closer relationships with students while abroad than at home. It is important for faculty to assist students in becoming part of and understanding the culture they are living in. Additionally, because behavior outside the classroom can result in a student's termination from the program and/or deportation, faculty are expected, depending on the situation, to play a role, together with the logistical support provider, lead college and possibly the student's home college, in resolving behavioral problems.

Examples of responsibilities, both curricular and non-curricular, prior to departure include:

- 1) Recruit student participants both at your college and at other colleges within the Consortium!! The importance of this task for a successful program cannot be overemphasized.
- 2) Meet with lead college coordinator(s) to discuss roles and responsibilities for the program including finalizing curriculum and class schedule
- 3) Participate in the pre-departure orientation(s).
- 4) Submit appropriate information such as a photograph and biography for inclusion in the promotional brochure.
- 5) Meet/consult with the lead college coordinator as necessary to put the program components in place.

- 6) Obtain permission from the Chancellor to travel abroad without expenses, and, in consultation with the IE Coordinator, from the Board to teach abroad.

Examples of responsibilities, both curricular and non-curricular, **during the program** include:

- 1) Travel with the group at least one-way to/from the site abroad.



- 2) Participate in all activities included in the program cost, i.e., excursions, field trips, orientations, etc.

- 3) Be aware as much as possible of the well-being of the student participants at all times and consult, as necessary, with the on-site representative of the logistical support provider; the appropriate individuals at the lead college, and if necessary, the dean and/or Campus Coordinator on your home campus to facilitate the resolution of any problems that may arise.

- 4) Show students how the curriculum relates to the history and culture of the country in which they are studying.



Examples of responsibilities **after the program** include:

- 1) Disseminate and collect written student evaluations of the program.
- 2) Participate in any follow-up activities, such as submitting a written report regarding the program as required by the lead college and making an oral report to the members of the study abroad consortium.

You may request a copy of the faculty responsibilities from your campus coordinator before you apply for a faculty position on one of the programs, or you will receive a complete list of them after you are selected.

What would I be provided with as a faculty member on such a program?

You would receive your regular salary from your home college and your benefit package although you will want to inquire how your health insurance, for example, would be utilized abroad.

You would be provided with housing at no cost for one person. Housing options, depending on the location, have included apartments, family home stays, and long-term stay residence facilities. If you live with a family, typically two daily meals will be included. Other living arrangements will necessitate that you be responsible for your own meals and household chores.



Round-trip airfare and ground transportation will also be included as will participation in program-related excursions and field trips including museum and monument entrance fees.

If you plan to have family members accompany you on the program, you will need to consult with the lead college and the logistical support provider to discuss how

they will be accommodated and what additional costs will be incurred.

Is it safe to study and teach abroad?



The safety and security of you and the students are of primary importance to the San Diego Community College District. The District will make every effort to assure that you are safe while abroad. Part of the responsibility lies with you. The District and the logistical support provider count on you to set a good example for students and to follow the warnings and directives given regarding safety and security issues.

At the same time, the District monitors U.S. State

Emergency Plan



Department travel warnings, has prepared its own emergency response plan, and only contracts with logistical support providers who have a well developed emergency response plan. If a situation arises in the host country that would put the safety or security of you and the students in jeopardy, we will cancel a program and/or arrange for everyone's transportation back to the U.S.

If you have more questions about safety and security regarding study abroad, please go to:

www.studentsabroad.com/health.html

You and the names of all the students will also be registered on the U.S. Department of State travel website with the dates and location of your program abroad in case you need to be contacted for emergency purposes.



What is the process to be selected to teach abroad for a semester?

You may begin the process by contacting your college International Education/Study Abroad Coordinator to inquire about the recruitment and application process. Coordinators for 2008-2009 are:

Marion Froehlich, San Diego City College, Room A-1-Q

Tel: 619/388-3652, E-mail: mfroehli@sdccd.edu

Hossna Sadat, San Diego Mesa College, Room A-111

Tel: 619/388-2801, E-mail: hsadat@sdccd.edu

Judy Patacsi, San Diego Miramar College, Counseling Center

Tel: 619/388-7564, E-mail: jpatacsi@sdccd.edu

OR

Wait for the recruitment cycle to begin at your college. The announcement usually goes out to all tenured faculty in September for the following fall semester program and in February for the following spring semester program. The opportunity is announced via the usual communication channels at your college, i.e., faculty bulletin, e-mail, etc.



District and Campus Administrators for International Education are:

Vice Chancellor, Otto Lee, Instructional Services, Planning and Technology: District Office, 619/388-6965

Peter White: Vice President of Student Services, City College, 619/388-3464

Bill Craft: Acting Vice President of Instruction, Mesa College, 619/388.2755

Bill Vincent, Vice President of Instruction, Miramar College, 619/388-7350

Interested faculty request the application packet and have 3-4 weeks to submit it. The faculty whose disciplines are most appropriate for the location abroad and who meet other criteria are invited for an interview after which typically two faculty are offered the opportunity to teach abroad. Final approval rests with your department chair, school dean, home college and lead college Presidents and the district governing board.

After the selection has been made, faculty work very closely with the college, which is the “lead” college for the program (it may or may not be your home college) to put the components of the program in place.



Vice Chancellor's Office
Instructional Services
619/388-6865
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