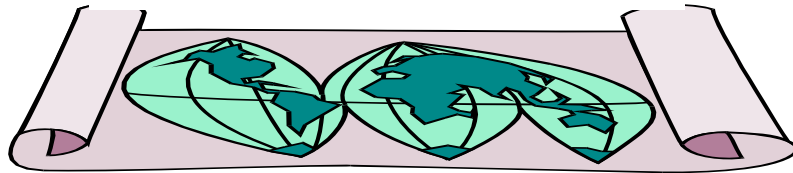


SDICCCA Study Abroad Consortium



Southwestern College Grossmont College Imperial Valley College
Miramar College Cuyamaca College San Diego City College
Mira Costa College Mesa College

2009 STUDY ABROAD PROGRAM Faculty Responsibilities

Study Abroad programs are designed to offer students an opportunity to explore and examine other cultures while advancing their individual educational goals. Faculty members who participate in study abroad programs serve a number of roles including those of teacher, activities coordinator, advisor, mediator, problem-solver, and friend. By accepting this assignment, the faculty member agrees to a number of responsibilities outside those normally encountered during the academic year in a campus classroom. Below is a list of expected duties and responsibilities. Since every study abroad program differs, based on individual student personalities and the challenges of each venue, this list is not comprehensive. It is expected that the faculty participants will fulfill their commitment to the students, the home college, the lead college, and the Consortium in good faith.

Pre-Departure Responsibilities:

1. **Commitment Period:** Faculty must be prepared to provide a full course of instruction during the study abroad program dates (See Curricular Responsibilities below). Additional tasks will also be required prior to departure to support the recruitment of students and to orient enrolled students. These responsibilities will be discussed with each faculty member that is selected to teach his/her curriculum abroad.
2. **Promotional Responsibilities:** The success of a study abroad program is founded on the teamwork between member colleges and the enthusiastic commitment of participating faculty. Faculty members are expected to promote these programs at consortium member colleges throughout the county. These duties are volunteer tasks.
3. **Private Consultations:** Faculty should be accessible to students to answer questions about the curriculum. Regularly scheduled office hours may be used for this purpose as well as telephone and e-mail communication.
4. **Scheduled Meetings:** Faculty will be asked to meet with SDICCCA Study Abroad Consortium members and will be called to meetings with lead college representatives.
5. **Orientations:** Attend and participate in the pre-departure orientation(s) as necessary and as organized by the lead college/logistical support provider. Participation will

involve conveying curriculum information and discussing other issues related to the academic component of the program.

Site Responsibilities:

1. Travel with the students during the program-sponsored overnight excursions and day trips. The two faculty members may divide the inter-continental flight responsibility between them and must notify the Consortium and the Lead College of these travel schedules prior to departure.
2. Advise, mediate, problem-solve and serve as resource person to students, and share disciplinary responsibilities with on-site staff.
3. One instructor will be designated the lead instructor who will serve as the official liaison with the host college, establish regular communication with the local staff of the logistical support provider, serve as instructor of record for the Life and Culture course, and/or carry out other administrative functions as necessary. (See Curricular Responsibilities below). The lead instructor will maintain regular contact with the Lead College representative via email and/or telephone during the entire international study period. The lead instructor will teach one class less than his/her co-faculty member in return for performing the lead instructor function.
4. Work closely and collaboratively with the on-site staff to solve problems including adhering to the crisis contingency plan/ faculty manual and serve as emergency contact when necessary.
5. Chaperone students on all program-sponsored field trips and excursions, and evening and weekend optional excursions. Some excursions require extensive walking, some climbing, ability to maneuver various transportation systems that include rail, airlines, motorcoach, taxi, mini bus and may subject participants to crowded, smoky and/or noisy environments.
6. Set up regularly scheduled office hours to discuss academic and non-academic issues. Be available to students during non-office hours within certain parameters to be established in consultation with the lead college.
7. Distribute and collect written program evaluations.
8. Submit a written and oral report as requested to the Consortium and Lead College at the end of the program summarizing challenges and highlights of the entire experience and outlining specific recommendations that may serve to strengthen future programs. Similar to what is listed under Post-Return Responsibilities 1 and 2.

Curricular Responsibilities:

1. Course Load: The lead instructor will teach three classes and the co-faculty member will teach four classes. Classes may begin in San Diego up to two weeks

- prior to departure. Reassigned time will include additional office hours and other responsibilities as assigned by the Lead College.
2. Consult with lead college representatives to determine daily schedule of classes to include time of day and days of instruction (in San Diego, if applicable, and) abroad. The schedule of classes will be finalized taking into consideration the format for instructional delivery the consortium has selected for the program site abroad.
 3. Define course-grading policy, add/drop deadlines and related criteria subject to approval by the Consortium and the Lead College.
 4. The lead instructor will communicate with the Lead College representative any student related problems or questions regarding academic, cultural adjustment or behavioral issues. Special attention must be given to notify the provider and the lead college of students who stop attending class or are absent for an extended period from the host family/housing location.
 5. The lead instructor will facilitate communication between students and the Lead College related to grade change options, add/drop deadlines, and program withdrawal policy.
 6. Establish and enforce policies regarding attendance and tardiness. Submit positive attendance reports as required by Lead College
 7. Submit grade reports as required by Lead College.

Post-Return Responsibilities:

1. Submit a detailed written report describing highlights and challenges as an instructor on the program. This report should be submitted to the Chair of the SDICCCA Study Abroad Consortium and the lead college representative prior to the beginning of the following term.
2. Present an oral summary of the written report and copies of the written report to all consortium members at a regularly scheduled consortium meeting during the subsequent semester. Respond to questions and comments from the committee members.

Compensation and Provisions:

1. Compensation: Faculty will be paid at the same rate of pay received at their home college. Instructors remain employees of their respective college however are accountable to the academic policies of the Lead College in addition to the policies of the SDICCCA Study Abroad Consortium.
2. Round trip airfare and all ground transportation to destination.

3. Accommodations (homestay or a small apartment). Hotels or other facilities during excursions, if applicable.
4. Entrance to program sponsored excursions.
5. Some meals may be included depending on site.
6. Travel/medical insurance, if applicable.

Other Responsibilities and Considerations:

The purpose of this program is to provide students with a broad international educational experience. Consequently this requires a high level of participation of faculty during academic, off-site and occasional weekend events. Faculty should be prepared to spend more time with their students than they normally would on a stateside program.

The faculty member's primary responsibility is to the students for all program components both in and outside the classroom.

Given the varying expectations of students and the need for faculty attentiveness on all program-sponsored events, faculty members may be accompanied abroad by dependents only under the following conditions:

- ❖ minor children may accompany faculty abroad only if they are chaperoned/supervised by a non-faculty adult throughout the duration of the program
- ❖ participation of dependents in any program-sponsored excursion/event must be approved by the provider and cannot be guaranteed
- ❖ only program participants are allowed in the classroom

The above list of duties and responsibilities is intended to clarify the expectations of the Consortium and the Lead College. 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