

Checklist for Proposed Appointment to Teach Abroad

Developing a Study Abroad Program/Travel Study Course(s):

This checklist has been created to assist full-time tenured faculty members design, submit, and facilitate a study abroad/travel study course(s). Faculty members are encouraged to obtain a current packet of information about opportunities abroad, including an application for appointment to teach abroad, copy of the travel policy and procedure, and any other necessary forms to lead courses abroad. The forms are available at the Institute for International Perspectives in building 3400.

Before submitting an application, you may wish to consider the following options, such as teaching in a Reciprocal Exchange program, Faculty-Led program, Affiliated program/prearranged program overseas with the consortium. Discuss the many options available and their deadlines with the Coordinator, Institute for International Perspectives.

Currently, there are four operational models available for study abroad programming:

PROGRAM TYPE	INSITUTIONAL VALUE	DEVELOPMENT
<p>Institutional Type I: Reciprocal Exchange Program</p> <p>Direct or consortial exchange of faculty, staff and students on the reciprocal basis.</p> <p>Example(s): Community College Exchange Program (CCEP) and Tokoha Jr. College in Fuji, Japan</p>	<ul style="list-style-type: none"> • High Institutional Value <p><u>Available Benefits:</u></p> <ul style="list-style-type: none"> -faculty/staff exchanges -cooperative projects/conferences -collaborative/comparative research -broaden and deepens curriculum -serves faculty, staff and student development goals 	<p>Select, negotiate, confirm and implement institutional agreements; host visiting delegations, and plan delegation visits to partner institutions</p>
<p>Institutional Type II: Faculty-Led Programs</p> <p>MCC or consortial program taught by regular full-time tenured faculty, usually for short-term, summer term or semester</p> <p>Example: Costa Rica Language and Field Study Programs (Schools in consortium can send their qualified students with MCC)</p>	<ul style="list-style-type: none"> • High Institutional Value <p><u>Available Benefits:</u></p> <ul style="list-style-type: none"> -faculty development/competence collaborative/comparative research -broadens and deepens curriculum -serves student development goals as well 	<p>Initial and on-going development, including program design, site selection, campus, state and travel approvals, contractor selection, program costing, budgeting, invoice, purchase order and travel advance processing, and final program accounting</p>

<p>Institutional Type III: Affiliated Programs</p> <p>Programs operated by consortial lead institution or other institutions or agencies that are selectively approved by MCC or consortium for expedited credit-transfer, financial support and active promotion</p> <p>Example: Southern California Foothills Consortium</p>	<ul style="list-style-type: none"> • Moderate Institutional Value <p><u>Available Benefits:</u></p> <ul style="list-style-type: none"> -faculty/curriculum development -broadens and deepens curriculum -serves student development goals as well 	<p>Initiate and on-going selection and negotiation of programs, consortium activities</p>
<p>Non-Institutional Programs</p> <p>Programs operated by other institutions or agencies that are not approved for expedited credit-transfer or active promotion</p> <p>Example: Programs available in the Academic Year Abroad, IIE publication</p>	<ul style="list-style-type: none"> • Minor Institutional Value <p><u>Available Benefits:</u></p> <ul style="list-style-type: none"> -broadens and deepens curriculum for students -serves student development goals 	<p>None—Faculty and students may meet with the Coordinator, Institute for International Perspectives for information regarding placement</p>

MiraCosta College encourages faculty to creativity integrate learning on site for students. This checklist covers the sequence of steps for the design and implementation of a travel course.

Planning a Study Abroad Program/Travel Study Course takes about one year, so begin this process at least a year before you wish to travel. You will need the time to submit coursework to AP&P if necessary, get approvals, do scheduling, make travel arrangements, prepare publicity, and recruit.

The first proposal you will make is to the International Education Committee (IEC) in the form of an Application for Appointment of Teach Abroad. This application must be submitted before IEC's last meeting in the fall semester (usually held the second week of December) for programs/courses to be scheduled the following academic year. For instance, if you wish to travel in summer, you must submit your plan in the previous fall semester. For fall, and spring, submit the fall semester of the previous academic year.

1. Before submitting your proposal, plan an overview of your idea. Discuss your idea or concept with your department, and department chair.

In your department discussion, you should talk over: a) Will this be a new course, a revised, or an adapted course already in the catalog? Do you need to develop a course such as a 296 course within the department? Will it be a short term or full semester program? Winter break? Summer? Spring or Fall Semester? Develop a general plan. b) Who will be the faculty member or members to leading the OAP? What will be the effect on departmental courses offerings? Establish collegial support for the program and the faculty member to be recommended. c) Faculty responsibilities. Discuss the responsibilities for class design and design of the program overseas. Will you be adapting to a pre-designed program of a consortium or designing a special program? You may wish to discuss this with International Education Coordinator for an overview of the possibilities.

2. For your information, obtain a draft contract from the International Education Coordinator. Familiarize yourself with this contract and contractors information in the Policies and Procedure for customarily approved programs. "Contractors" are the people who make your travel arrangements. Obtain a list of contractors who have been approved by the board. The Purchasing and Material Management officer can advise you on this area, if you wish to prepare a proposal using the services of a non-approved contractor. The Vice President of Instruction and IEC must approve the request before a recommendation will be made to the board.
3. Make a brief proposal to the International Education Committee of your concept, course, and travel plan via an Application for Appointment to Teach Abroad. This application is two pages and should include the proposed course description, destination details, approximate cost to the student (range low to high), proposed contractor, and features or benefits of the trip which may be of interest the committee.

The Vice President of Instruction, a member of the committee will also have to approve your plan. This proposal must be made before the last meeting of the International Education Committee of the fall semester, proceeding the following academic year. All proposal for the academic year that is summer, fall, winter break, spring should be made before the last meeting of the International Education Committee in the year prior to travel.

4. If your concept is approved, you will later file the forms with the Coordinator, Institute for International Perspectives along with other paperwork in a file containing information on your trip. Your file must be complete before you depart. The Coordinator, Institute for International Perspectives will give you current forms to be completed by each student, including liability and insurance forms, to be returned before departure.

Upon approval, start planning the details of your itinerary. Get approvals form AP&P for a 296 class, or other appropriate class if necessary. Submit your itinerary for pricing to the contractor. Design publicity using the guideline sheet in your Int'l Ed. Packet. Submit for International Perspectives for assistance. Hold recruitment meetings. Using the guideline sheet in your Int'l Ed. Packet, create file of necessary insurance forms and your publicity with Int'l Ed. Office. A Standard survey on food, lodging, value and logistics will be in the students final pre-trip package to be returned to the Int'l Ed. Office. You may suggest additional questions appropriate to your trip, if you wish. You may also wish to make up a

survey more specifically for your trip and course details, to be returned to your department chair.

5. Upon return from your study abroad program/travel course, you may set a convenient date with the International Education Committee for a brief report on the trip. You may wish to bring slides, photos, or other material if you wish, to share the experiences of your group. The committee is interested in your success and any suggestions for the operation of future trips.