

STUDY/TRAVEL ABROAD

Quick References

This is intended to be a reference for faculty and administrators considering the following:

- study abroad trips for students
- study abroad trips to recommend students pursue after student's B.A. or B.S. is earned
- study, research, or teaching opportunities abroad for themselves

If you have a resource to add, please contact Don Miller, Dean of Arts and Humanities. At the bottom of this document you will also find opportunities to secure visiting scholars to come to LPC to give lectures or teach.

Different types of study/travel abroad plans that could be planned:

1. Faculty-arranged independent trips
 - a. No LPC relationship, no board approval needed
 - b. Inform Don Miller (dean of A&H)
2. Community Education trips
 - a. Must be board approved
 - b. LPC gets finder's fee per traveler
 - c. Must sign contract
 - d. Contact Frances DeNisco (Director of Community Ed.) to plan
3. Field trip, out-of-state or international (for class or club)
 - a. Field trip form must be signed by Dean, VP Academic Services, President
 - b. Waiver of claims against District and State must be signed by students of-age or parents
 - c. Inform Don Miller (dean of A&H)
 - d. Affected dean is point person if class; VP of Student Services may be point person if club
4. Second-party credit-bearing travel abroad (KIIS an example of this)
 - a. Financial aid can be applied to study
 - b. Should not be advertised as a college-sponsored trip or one that guarantees college credit
 - c. Inform Don Miller (dean of A&H)
5. Study abroad through LPC (not currently in existence)
 - a. For credit
 - b. Would need board approval, contract approval, release forms.
 - c. Amount of time and nature of credit-earning activity could vary (Independent study? Semester? Year?)
 - d. Housing could vary (Home stays?)
 - e. Could be funded as part of college's budget allocation for FTES generation
 - f. Inform Don Miller (dean of A&H)
6. Study abroad consortium (not currently a member of one)
 - a. For credit
 - b. All of above requirements for and characteristics of study abroad through LPC (#5) would apply
 - c. Could ask to join a consortium or form our own with Delta and Ohlone and Chabot or others
 - d. Trip would likely be to one country at a time but could grow to more

Chabot-Las Positas Community College District Board Policy BP4027

Major Requirements:

- Program application including detailed itinerary to VP of Academic Services
- Programs offering credit must follow approved Course Outlines of Record (including written assignments and grading standards)
- Classroom type instruction with standards equivalent to on-campus classes
- Receive Board Approval
- Program arrangements contract approved by VPAS and Vice Chancellor of Business Services
- Insurance and liability from contractor of at least \$1,000,000 single limit liability
- All participating students fill out District Field Trip and Travel Study Program Release
- Funding – fee-based funded entirely by student fees, credit classes can be funded by regular budget, contractors can pay travel and living expenses of instructors.
- Contracting agencies have to meet district criteria listed in policy

Full board policy at: http://www.clpccd.org/board/documents/BP4027TravelStudyProgramsRev.02-18-14_Adopted.pdf

Related Policy on Field Trips/Excursions (esp. out-of-state)

http://www.clpccd.org/board/documents/AP4300FieldTripsandExcursionsrev.02-18-14.docx_Adopted.pdf

Sample Study/Travel Abroad Programs for Students:

American Institute for Foreign Study:

<http://aifs.com/>

Education First (EF) Tours:

<http://www.eftours.com/>

Global Exchange:

<http://www.globalexchange.org/tours/faq>

Programs through other colleges:

<http://www.kiis.org/go/Salzburg.php>

<http://studyabroad.arcadia.edu/> (Formerly Beaver College)

The Fulbright Program (through U.S. State Department, student would apply individually)

<http://us.fulbrightonline.org/countries/selectedcountry/belgium> (research award for students who have B.A. or B.S.)

Sample Teaching Awards for Students and Faculty:

Opportunities for Students:

<http://us.fulbrightonline.org/about/types-of-awards/english-teaching-assistant-awards>

Opportunities for TEFL:

<http://www.cies.org/opportunities-teaching-english-foreign-language>

<https://catalog.cies.org/viewAward.aspx?n=7509&dc=MX>

Opportunities for teachers with M.A.:

<http://www.chronicle.com/article/Fulbright-Program-Seeks-to-Get/189977/>

Contact program specialists for area you want to go to, as number of awards for those with M.A. changes from year to year. You can also go as a student if you are working on your Ph.D., and it would help to do research abroad.

Opportunities for teachers with Ph.D.:

<http://www.cies.org/program/core-fulbright-us-scholar-program>

Fulbright Specialist Program

<http://www.cies.org/specialist/eligible-disciplines-and-specializations#libraryscience>

(professionals in field also eligible, though)

Sample Research Awards for Faculty:

<https://eca.state.gov/Fulbright>

<http://www.cies.org/program/core-fulbright-us-scholar-program>

Training Opportunities:

Opportunities for administrators:

<http://www.cies.org/program/fulbright-international-education-administrators-seminars>

<https://catalog.cies.org/viewAward.aspx?n=7305&dc=RS>

Resources for planning trips:

California Colleges for International Education – LPC is a member, provides information on scholarships for faculty and students, curriculum development, etc.

<http://www.ccieworld.org/index.html>

Sample Program Planning Checklist:

<https://www.cccd.edu/students/int-prgms-stdy-abroad/study-abroad/Documents/Planning%20a%20Study%20Abroad%20Program%20Checklist-revised%20March%202013.pdf>

Sample Faculty Proposal Form for Short-Term Study Abroad

<https://www.cccd.edu/students/int-prgms-stdy-abroad/study-abroad/Documents/Faculty%20Proposal%20Form.pdf>

Examples of consortia:

Semester programs through the Northern California Study Abroad Consortium

<http://www.aifspartnerships.com/ncsac/#>

Examples from Bay Area districts: San Mateo

<http://smccd.edu/studyabroad/about/>

Southern California Examples:

<https://www.cccd.edu/students/int-prgms-stdy-abroad/study-abroad/Pages/default.aspx>

Impact of study abroad on students:

<https://www.insidehighered.com/news/2016/06/01/report-examines-impact-national-study-abroad-scholarship-program-low-income-students> (sent by Barry Russell last semester)

Opportunities to Have Visiting Scholars Come to LPC:

To give lectures:

<http://www.cies.org/program/outreach-lecturing-fund>

To teach:

<http://www.cies.org/program/core-fulbright-visiting-scholar-program>

<http://www.cies.org/event/fulbright-scholar-residence-program-opportunities-community-colleges> (webinar on how community colleges can apply to bring someone)