Proposal for Faculty-Led
Field Studies Abroad Program
Spring Break 2017: April 8-16, 2017

The program will offer one academic credit and meet the course outline of record for the course included in the program. The Field Studies Abroad programs will take place over the SMC Spring Break 2017 (April 8-16, 2017). The proposed field studies courses are elective units, with appeal to a broad spectrum of students. A great advantage of such an offering abroad is for participants to develop research skills in the field which may distinguish them from other students/candidates when transferring and applying for other competitive opportunities.

The college will support up to two proposals for the SMC Field Studies Abroad programs that draw upon the faculty members’ expertise and offer students a rewarding experience. In developing proposals, keep in mind the following guidelines:

Field Study Abroad programs are an important part of the college’s efforts to encourage students to become global citizens. These programs are also important for professional development, to encourage faculty to remain current with their disciplines, and to become more aware of different cultures throughout the world.

Faculty members are encouraged to identify field studies opportunities that are particularly suited to being offered in a foreign setting. Full-time and/or part-time faculty members are welcome to apply. Applicants must have a minimum of one academic year of SMC teaching experience to be eligible. It is strongly encouraged that faculty members have prior experience leading student groups within the U.S. and/or abroad. Please find a description of the course below:

Global Studies 35 (1 unit)
This course supports a diverse range of academic offerings that combine field-based learning and/or research in the context of global citizenship. This course explores the human, scientific, theoretical and/or ecological dimensions of our world. Set in a variety of international and domestic locations, each field study offering will focus on a discipline specific aspect of the location to expand student understanding of both the discipline and the location.

For more information on the course, including a sample course outline for a discipline, please visit: http://www.curriculnet.com/SantaMonica/reports/course_outline_html.cfm?courses_id=2555

The program is structured around these principles:

- **Intensity of Experience** – Instead of going on a bus tour that skims the surface of many places, students gain a deep understanding of the environment, people, and culture of one area or region.
- **Affordability** – To encourage broad participation, the costs will be kept as low as possible.
- **Safety** – The program will be structured to minimize risk.
- **Unifying Theme** – To provide students with a sense of the program’s purpose and over-arching questions.

SMC will provide selected faculty with round-trip international airfare (economy traveling with the group), room accommodation, international health and accident insurance, visa fee (if applicable), phone for in-country use abroad for emergencies, and meals as outlined in the program schedule. Passport, expedited passport or visa fees, books, and supplies for the instructional program person are not covered. Incidental expenses including meals, activities, and local transportation that are not outlined in the program schedule are not covered for faculty. Trip participants are responsible for any required immunizations for entry into a country on the trip itinerary. In addition, trip participants should become familiar with recommended immunizations for foreign travel and obtain such immunizations that they deem appropriate. Information can be found from the Center for Disease Control at the following website: http://wwwnc.cdc.gov/travel/destinations/list

**Compensation** – Compensation for field studies classes will be provided commensurate with the provisions of the contract. Please contact Academic Affairs if you have questions regarding this.

**Partner Vendor/Institution** – The partner vendor/institutions will provide SMC classroom space, coordinate accommodation and meals as outlined, coordinate excursions and in-country guides, and assign a point person at their institution to serve as liaison and resource for the SMC group in case of emergency.

**Faculty Responsibilities** – Faculty members will be responsible for recruitment of participants and provide overall leadership and responsibility for the program’s success in country. The program will have at least 10 students who will receive one unit of credit.
The faculty member is expected to deliver all instruction during the course, provide lectures, issue grades, and handle course coordination. The faculty member will act as the chaperone for the entire time abroad, making sure that students abide by all SMC and host institution guidelines and requirements, and enforce institutional policies. The faculty member must travel round trip with the group from Santa Monica College to the abroad location, and return with the student group. The faculty member will serve as the college’s representative and assist with liaison between the host institution and administrators at SMC while they are in country.

1. **Requirements for Number of Students** – The program needs a minimum of 10 students who must enroll in the field studies course. Due to space limitation at the partner/vendor institution, the maximum number of participants is 25. Minimum age of participants is 18 years old. Please note that no dependents, relatives, or friends may accompany faculty on the programs unless they participate in the academic program, excursions, and meet the minimum age requirement at the time of the trip.

**General Process**

To apply to lead a Field Studies Abroad program, please follow the steps outlined below.

**Note the deadline for proposals is Friday, May 6, 2016 by 5 p.m.**

1. Please complete this application, scan, and e-mail it to studyabroad@smc.edu
2. The application will be reviewed by the Global Council, and then be forwarded to The Office of Academic Affairs and International Education for final approval. All applicants will be notified of their application status by early Mid-June 2016.
3. Upon acceptance, faculty for the program will work with the IEC to further discuss program logistic details.

**General Information**

2. Program Name: This will include the name of the location, but you may also come up with a creative name for the program you propose (ex. a philosophy course in Greece could become “The Examined Life in Greece”)

3. Name, department, email, status (FT/PT), telephone number of the person initiating this proposal. What is your experience with the proposed program location?

4. Program Location (City, Country)

5. Based on your proposal, and your field studies course offering, please give a brief description (no more than 2 paragraphs) of the program, emphasizing the educational benefits for students. This summary information may be used for marketing purposes.

6. Program Dates and Itinerary (April 8-16, 2017)
   a. Proposed Start Date Abroad (on what date should students/faculty depart)
   b. Proposed End Date Abroad (on what date should students/faculty return)
   c. Proposed Excursions (include landmarks, organizations, and specific locations as applicable)
   d. Please do not plan departure earlier than Friday evening, April 7, 2017 as participants may have classes/midterms on that date

7. Identify an SMC field studies, 1-unit course — either Global Studies 35 or an established field studies course in your discipline — that you plan to teach abroad.

8. Write a brief description (please limit this to one page) for the Field Studies course proposed. Describe how you will incorporate the foreign locale into your instruction. Provide examples of how your proposed course will complement the proposed excursions or activities listed. The list of your proposed activities and excursions should be based on sites of historical and cultural significance to engage students in the local community and complement the overall class experience abroad. Please note that reputable and screened vendors will need to be identified prior to departure to provide the program in country, to coordinate accommodation, provide classroom space, excursions, and activities. If you have a vendor or company in country for consideration, please list their name, contact details, and website (see question 8). This vendor will need to be pre-approved by SMC if your proposal is accepted. Please see page 5 for some possible vendor contacts for your consideration.
9. Contact Hours and Connecting SMC Lectures to Program Excursions: The total number of contact hours awarded per field studies course in a one week period would include approximately 6 hours of lecture and 42 hours of field experience. You may choose to schedule some lecture time before departing for the trip. You may not exceed 10 hours of field study on a single day. Contact hours cannot be awarded for a “visit” or “tour” unless those activities include a lecture, discussion, or other instructional activity. Please describe below your plan to fulfill all hours of the course.

10. Program Logistics: In-country Partner/Vendor/Organization – If known, please describe to the best of your ability. Please see page 5 for examples of possible partner/vendors/organizations to host Field Studies Abroad programs. If you do not have one in mind, the IEC will assist in vendor selection.
   a. Contact Name and Title
   b. Address, Phone, Website, Fax, Email Address
   c. Student Accommodations
   d. Meal Arrangements
   e. Primary Means of Transportation
   f. Accessibility and Services for Students with Disabilities
   g. Availability of Computer Lab and Internet Access
   h. Availability of Libraries (if applicable)
   i. Onsite-Orientation, including topics and presenters
   j. Any additional relevant aspects of on-site logistics

11. Safety and Security: Please note that all programs are subject to review by SMC for potential safety and security risks and concerns prior to approval (e.g. level/frequency of crime, transportation risks, safety of housing, water, terrorism, foreseeable natural disasters, etc. (The U.S. Department of State website: http://travel.state.gov/ can provide this information)

12. Health
   a. What are the possible health risks in the locations of travel?
   b. If known, what are the local health resources such as English speaking nurses, medical centers, and hospitals?
   c. What are the Center for Disease Control (CDC) vaccination/prophylaxis requirements and recommendations for the country of travel in the program itinerary? http://www.cdc.gov/ Trip participants are responsible for any required immunizations for entry into a country on the trip itinerary. In addition, trip participants should become familiar with recommended immunizations for foreign travel and obtain such immunizations that they deem appropriate. Information can be found from the Center for Disease Control at the following website: http://wwwnc.cdc.gov/travel/destinations/list

13. Estimated Program Budget Per Participant: Please price your proposed cost on a minimum of 10 participants with double occupancy accommodations. Please note that the budget will be finalized by the International Education Center. The final program fee for the students will cover faculty costs and other related Field Studies Abroad Expenses. Budget subject to increase or change if student enrollment exceeds 17 participants, as an additional faculty covered costs will be estimated and incurred.
   a. Airfare
   b. Housing
   c. Meals
   d. Field Trips/Excursions
   e. Local Transportation
   f. Health Insurance (iNext)
   g. Visa/Departure Fees
   h. Course Materials
   i. Other (please explain)
   j. Total

14. List the name of the SMC department chair who has reviewed the proposed program and has recommended it for approval by Santa Monica College. Please have your department chair sign the proposal.

15. What individual or group travel experiences have you had? What special qualifications do you have that make you well-suited to lead a Field Studies Abroad program?

16. An SMC faculty member conducting Field Studies Abroad is required to participate in a Red Cross First Aid CPR training certification prior to program departure. If you are selected for the program, you must provide proof of certification at least one month prior to program departure. CPR training costs will be covered by Santa Monica College. Faculty will also
need to complete a Medical Release Form and be able to fully participate in all activities and excursions as outlined in their proposal.

**Faculty Member Agreement**

If selected to lead this program, I agree to read and carry out the responsibilities of a faculty leader. I agree to:

- Submit an addendum to this proposal should any significant portion of the program change (e.g.; change of faculty director; significant changes to course content, excursions, or activities.)
- Actively recruit students during the semester/session prior to the proposed program.
- Assist with pre-departure preparation of students. Coordinate with IEC to have joint pre-departure orientation program.
- Provide program information requested by the International Education Center by established deadlines.
- Provide faculty biography and faculty photograph for marketing.
- Attend the mandatory CPR training.
- Fulfill required duties while abroad as detailed in the application.
- Notify the International Education Center and College Campus Police immediately in case of emergency affecting the health, safety, or security of an SMC student.
- Travel to/from Field Studies Abroad program destination with the student group.
- Follow the course outline and requirements for the Instructor of Record.
- Insure compliance with the Student Code of Conduct for participants and comply with all SMC policies and procedures as a faculty member.
- Supply all receipts for the program costs to the International Education Center within two weeks of the program completion.

Further, I understand that:

- All costs of operating faculty-led programs are covered by student tuition and program fees.
- The International Education Center will determine the program budget and set program fees. I understand that I am expected to adhere to International Education Center and SMC fiscal policies and remain within pre-determined program spending amounts on-site.
- Program fees are set based on minimum student participation numbers (10).
- If enrollment targets are not met, programs are subject to cancellation.
- All monies for the field studies program will be collected by the IEC. Faculty are not to collect monies from participants for Field Studies Abroad programs.
- Faculties are responsible for all personal travel documents such as passport and visa (if required). Securing these documents will commence immediately upon notification that enrollment targets have been met and program is going forward. Standard fees for visa services are covered by the program. Expedited fees and shipping services are not covered by the program.

International Education provides administrative support to the programs to in the following areas:

- Collaboration with faculty for program logistics. IEC will vet: the contract with program/vendor provider through fiscal services, legal, and risk management; vendor location for classroom facilities, accommodation, excursion options (some excursions may be customized by faculty depending on their discipline/interest) to determine base pricing and logistics
- Round trip international transportation (depending on location); assist with providing airfare details
- Setting up accounts with SMC Auxiliary for collection of deposits/payments from students.
- Collection of the IRS tax forms for vendors within the U.S. and abroad
- Approval of payment to vendors through SMC Board of Trustees.
- Registration of participants in the SMART program (State Department: [https://step.state.gov/step/](https://step.state.gov/step/))
- Providing comprehensive information about securing passport and assist faculty with developing "Steps to Field Studies Abroad" for participants
- Regular communication to applicants about payment deadlines
- Maintaining interest list of students for programs
- Organizing general informational sessions on study abroad
- Negotiate and register participants for insurance through iNEXT
Collect and secure all applications for visas (as applicable), waivers of liability, and applications. Faculty leaders have access via google docs to this information so they can see the status of applications as they move through the process.

________________________________________  __________
Faculty Signature                      Date

________________________________________  __________
Department Chair Signature               Date
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EF College Study Abroad – efcst.com: Contact Kathryn Francis at kathryn.francis@ef.com
http://www.efcollegestudytours.com/faculty-led-programs/areas-of-study

EF College Study Tours are faculty-led short term study abroad programs help college professors transform their academic visions into powerful learning experiences for students anywhere in the world to connect local issues to global ones. EF provides comprehensive support services and coordinates logistical support for accommodations, excursions, activities for programs abroad. EF has a wide range of programs around the globe for specific to areas of study and a variety of itineraries. Here are a few program offerings:

- Environmental Development in the Dominican Republic (Service Learning)  http://www.efcollegestudytours.com/faculty-led-programs/areas-of-study/service-learning
- The Roots of Western Civilization and Thought: Italy and Greece  http://www.efcollegestudytours.com/programs/italy-greece
- A taste of France  http://www.efcollegestudytours.com/programs/culinary-france
- Business and Culture in China  http://www.efcollegestudytours.com/programs/business-culture-china

AIFS:  www.aifspartnerships.com: Contact Sharon Secki at ssecki@aifs.com
AIFS pioneered customized faculty-led study abroad programs (Partnership Programs), which are formal arrangements between educational institutions and AIFS in which AIFS provides logistical support, student services, classroom and housing facilities at a location abroad. AIFS assigns a non-academic Program Coordinator to the overseas campus who is responsible for day-to-day running of the program and coordinating logistical support for the American students and professors. The Program Coordinator is the AIFS representative who assures the program operates smoothly. As a partner, the home institution maintains academic control over their students while abroad. Faculty from the home institution teaches their curriculum abroad (with optional use of local adjunct professors), and the school determines admission criteria and selects and enrolls students. The school retains tuition fees and students pay a non-academic program fee to AIFS.

In addition to logistical support, AIFS can offer a full range of social and cultural activities for students. Coordinators on the overseas campus arrange weekend excursions, theater visits, contact with local students and other cultural activities. Adding another valuable dimension to the student’s foreign experience, this service is not typically available through other programs. AIFS offers customized programs in the following host countries/cities utilizing their facilities at their base sites and arranging travel around/trough them which include:  Argentina – Buenos Aires; Australia – Sydney, Cairns, Perth; Costa Rica – San Jose; Czech Republic – Prague; France – Paris, Grenoble; Germany – Berlin; Greece – Athens; Ireland – Dublin, Limerick; Italy – Florence, Rome; Spain – Barcelona, Madrid, Salamanca, Granada, Seville; UK – London, Oxford, Cambridge

STA Travel: http://www.statravel.com/solutions
The world’s largest travel company for students, teachers and young people. STA can create customized educational travel arrangements to such as destinations as the UK, France, The Netherlands and Belgium, Germany, Italy, Ireland, Spain, Hungary, Russia or Poland. Further afield? STA also coordinates group Educational Travel to such destinations as Australia, New Zealand, Morocco, Japan, Brazil, Peru and Canada. STA can also assist with coordinating a Group Volunteer project including focus on conservation project of nesting loggerhead turtles or help with a community based project in Thailand.

Beijing, China: Beijing Center for Chinese Studies: http://www.thebeijingcenter.org/
The Beijing Center for Chinese Studies was the host institution during summers of 2012, 2013, and 2014 of the SMC Beijing Center for Chinese Studies Professional Development program. The Beijing Center can also develop customized student programs with guest lectures from host institution faculty on such topics as:

- Overview of Chinese History
- Chinese Spiritual World
- Chinese Government and Politics
- Introduction to Chinese Culture

And Coordinate excursions to such historical places as

- Tiananmen Square and the Forbidden City
- Mutinanyu Great Wall
- Summer Palace

To introduce participants to the present day issues set against a deep historical backdrop.