

HOW TO APPLY:

A. In a separate document, provide the following (one document per team/program):

1. About the Faculty:
 - a. Provide names, departments, emails, telephone numbers (both work and home), status (FT/PT). Also please supply the summer contact information - telephone numbers and email addresses, if different from above.
 - b. Describe your experience with the proposed program location.
 - c. What individual or group travel experiences have you had? What qualifications do you have that make you well suited to lead this study abroad program?
 - d. The names of the SMC Department Chairs who have reviewed the proposed program and can recommend the courses for approval. A completed Signature Page from your department Chairs is required.

2. About the Program:
 - a. Program Locations. Please be as specific as possible.
 - b. Name: Must include the name of the location, but a creative name for the proposed program is encouraged (ex. a philosophy course in Greece could become "Understanding Life in Greece")
 - c. Identify the two transferrable, general education courses that your team has taught on campus at SMC, and that you would like to teach abroad. Please list the transfer and IGETC qualifications for the course. Please also indicate an alternative course for each faculty member.
 - d. Write a brief description (please limit this to two pages) for the two proposed courses (this summary information may be used for marketing purposes). Describe how you will incorporate the foreign locale into your instruction. Please provide 1-2 sample assignment(s) to demonstrate how your proposed courses will complement the proposed activities. Your proposed activities should incorporate environmental, historical and cultural significance.
 - e. Are there any constraints or advantages to teaching this course in another location that you can foresee?
 - f. Program Logistics: describe the in-country Partner/Vendor/Organization. If you have not selected one, the IEC will assist with vendor selection. Include in your description the following:

i. Contact Name and Title	vi. Address, Phone, Website, Fax, Email Address
ii. Primary Means of Transportation	vii. Student Accommodations
iii. Availability of Computer Lab and Internet Access	viii. Meal Arrangements
iv. Accessibility/Services for Students with disabilities	ix. Availability of Libraries (if applicable)
v. Onsite-Orientation, including topics and presenters	x. Any additional relevant aspects of on-site logistics
 - g. Health
 - i. What are the possible health risks in the locations of travel?
 - ii. If known, what are the local health resources such as English speaking nurses, medical centers, and hospitals?
 - iii. 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/>
 - h. Estimated Program Budget per Participant: Price the proposed cost on a minimum of 18 participants with double occupancy accommodations. Please note that the budget will be finalized by the IEC (see above).

i. Airfare	vi. Health Insurance (iNext)
ii. Housing	vii. Visa/Departure Fees
iii. Meals	viii. Course Materials
iv. Field Trips/Excursions	ix. Other (please explain)
v. Local Transportation	x. Total

B. Scan and email your completed application and signature page signed by both faculty and the appropriate department Chairs) to studyabroad@smc.edu.

C. Finalists will be invited to present their proposal to the Global Citizenship Committee. The committee's recommendations will be sent first to the Academic Senate, and ultimately the Office of Academic Affairs for final approval. All applicants will be notified of their application status as soon as possible.



Application for Faculty-Led Study Abroad Program

Summer Session 2020
Summer Session 2020: 6 June – 31 July 2020
Tentative Dates Abroad: 5 July – 20 July 2020

I. Faculty Member and Department Chair Agreement

If selected to lead this program, I agree to:

- Actively recruit students. Further, I understand that if the minimum number of students is not met, the program will be cancelled.
- Submit an addendum to this proposal should any significant portion of the program change (e.g., change of faculty lead, significant changes to course content, excursions, or activities).
- Assist with pre-departure preparation of students. Coordinate with IEC to have joint pre-departure orientation program.
- Attend pre-departure meeting with representatives from the SMC Center for Wellness and Wellbeing and the Title IX Coordinator.
- Obtain CPR and First Aid Certification, or provide current certificate.
- Provide faculty biography and faculty photograph for marketing.
- Notify the International Education Center and College Campus Police immediately in case of emergency affecting the health, safety, or security of an SMC student.
- Supply all receipts for the program costs to the International Education Center within two weeks of program completion.
- Faculty must obtain/provide valid Red Cross First Aid CPR training certification no later than one month prior to program departure. CPR training costs will be covered by SMC.

II. Required Signatures – Lead Faculty

I certify that I am prepared to be the lead faculty member on the program, and to teach the proposed course in the proposed international setting. Further, I have read the program information and agree to fulfill the listed requirements, both on campus and abroad. I understand that if the program fails to fill with the minimum of 18 students, the program will be cancelled.

Lead Faculty Signature Date

As Chair of the _____ Department, I have met with the candidate _____ (name of lead candidate). I agree that the proposed course will be of value to the study abroad program, and that the candidate is prepared to teach the proposed course abroad. I fully support this candidate assuming the role of lead faculty on this Study Abroad Program.

Lead Department Chair Signature Date

III. Required Signatures – Support Faculty

I certify that I am prepared to be the support faculty member on the program, and to teach the proposed course in the proposed international setting. Further, I have read the program information and agree to fulfill the listed requirements, both on campus and abroad. I understand that if the program fails to fill with the minimum of 18 students, the program will be cancelled.

Support Faculty Signature Date

As Chair of the _____ Department, I have met with the candidate _____ (name of lead candidate). I agree that the proposed course will be of value to the study abroad program, and that the candidate is prepared to teach the proposed course abroad. I fully support this candidate assuming the role of support faculty on this Study Abroad Program.

Support Department Chair Signature Date