

### I. General Information

Faculty are encouraged to propose a program of two complementary courses that are particularly suited to being offered in the proposed foreign setting. A team of two faculty members will lead the program (FT/FT, FT/PT, or PT/PT). Applicants must have a minimum of one academic year of SMC teaching experience to be eligible. It is strongly encouraged that one or both faculty members have prior experience leading student groups within the U.S. and/or abroad, particularly to the proposed host country. Final selection of the faculty leaders is at the sole discretion of Academic Affairs.

The college will support one proposal consisting of a team of two faculty for the SMC Study Abroad Program that draws upon the faculty members' expertise and offers students a cohesive, rewarding academic experience. The selected courses will offer academic credit and meet the course outline of record for the proposed courses. Preference will be given to courses that are particularly suited to being offered in the proposed host country/countries, that meet the IGETC and/or UC-CSU transfer requirements, and that have appeal to a broad spectrum of students. Proposals should include two courses that fulfill two different areas of IGETC and/or UC-CSU transfer requirements.

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

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.

### II. Faculty Responsibilities

- a. Faculty will provide leadership in student recruitment, and for program success while in country.
- b. Faculty will deliver all instruction during the course, issue grades and handle course coordination.
- c. Faculty will act as the chaperones for the entire time abroad (24hr/day), making sure that students abide by all SMC and host institution guidelines and requirements, and enforce SMC institutional policies.
- d. Total contact hours for each course: must be the same as if the course were taught entirely on campus (3-unit course = 162 total contact hours & a 4-unit course = 216 total contact hours).
  - i. A "visit" or a "tour" can contribute to contact hours if those activities include a lecture, discussion, or other instructional activity.
  - ii. It is possible to maximize contact hours on campus prior to departure and upon return to allow for more flexibility with excursions during the abroad portion of the program.
- e. Faculty must travel round trip with the group from Santa Monica College to the abroad location.
- f. Faculty will serve as the college's representative and assist with liaison between the host institution and administrators at SMC while they are in country.

Please note: no dependents, relatives, or friends may accompany faculty on the programs unless they participate in the academic program, meet the minimum age requirement (18 yrs) at the time of the trip and pay the full price of the program.

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

- ### IV. Course-related Faculty Support
- SMC will provide selected faculty round-trip international airfare (economy traveling with group), single room accommodation, international health and accident insurance, visa (if applicable), phone for in-country use for emergencies, and most meals as outlined.

- I. **Not Included**– Passport, expedited passport/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.

- V. **Compensation**— Compensation for classes will be provided commensurate with the provisions of the contract. Please contact Academic Affairs if you have questions regarding this. No additional compensation will be provided for preparation, coordination or supervision before, during or after the trip.
- VI. **Safety and Security:**
- 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.
  - Reputable and screened vendors must be identified and approved by SMC prior to departure to provide the program in country, to coordinate accommodation, provide classroom space, excursions, and activities.
- VII. **Number of Students, Age and Course Load**—A minimum of 18 students, and a maximum of 25 students, must enroll in each of the two courses offered. Minimum age of participants is 18 years old. Students (each of whom is enrolled in two classes) will receive a minimum of six units of credit.
- VIII. **International Education Center Support:**
- 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 will 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 STEP program (State Department: <https://step.state.gov/step/>).
  - Providing information about securing passport and assist in 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 which faculty must attend.
  - 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 to this information so they can see the status of applications as they move through the process.
- IX. **Upon Acceptance of a Proposed Program:**
- a. Faculty will work with the International Education Center to further discuss program logistic details.
  - b. 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.
  - c. Faculty must attend a pre-departure meeting with a representative from the Center for Wellness and Well-Being and the Title IX Coordinator.
  - d. Together with IEC staff, faculty must co-lead the pre-departure orientation for participating students.
  - e. Faculty must complete a Medical Release Form, and be able to participate in all activities and excursions as outlined in their proposal.
  - f. Faculty will be responsible for immunizations required for entry into the host country, and should be familiar with, and obtain, immunizations recommended for foreign travel, if deemed appropriate. Information can be found from the Center for Disease Control at the following website: <http://wwwnc.cdc.gov/travel/destinations/list>
  - g. Faculty will be asked to participate in an event to promote Study Abroad, such as VIP Welcome Day at the Study Abroad booth.