

STUDY ABROAD PROGRAMS

1. All Study abroad proposals shall be evaluated and recommended for consideration through the college curriculum process.
2. All study abroad programs shall be approved by the Board of Trustees. Proposals are to include educational benefits and a complete budget.
3. Credit courses offered as an integral part of study abroad programs shall be taught as all credit courses approved by the Board of Trustees, and they shall be taught under approved course outlines and syllabi. No prerequisites for study abroad programs shall be established other than those academic prerequisites allowed by existing state regulations.
4. Study abroad programs and credit courses shall be scheduled, assigned to faculty, and maintained under the requirements of the Academic Employee Master Agreement as with all other programs and courses offered by the South Orange County Community College District.
5. The curriculum comprising study abroad programs shall specifically relate to the culture and location of the proposed programs.
6. Every reasonable effort will be made to ensure that students seeking admission to study abroad programs are provided with a thorough understanding of the restrictions and difficulties encountered abroad. Information sessions will be provided in advance of departure.
7. The district may enter into contracts with independent contractors for the provision of services including expenses for travel, insurance, food, and housing in connection with study abroad programs and courses. Any such contract shall be executed by an authorized officer of the district, subject to approval or ratification by the Board of Trustees.
8. Study abroad programs and courses which draw from the district population as a whole shall be coordinated between the colleges as to the time of offerings and scope of study.

This policy shall not apply to faculty exchange programs, student exchange programs, or other international education programs.

A. GENERAL PROVISIONS

1. Structure

College credit study abroad programs may be offered by the Office of Instruction and travel excursions and tours may be offered by Community Services at each college.

2. Program Outline

A program application including a detailed itinerary and daily activities shall be submitted for consideration. Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on-campus classes.

3. Class Credit

Academic credit will be granted by the college offering the study abroad program in the same manner as classes offered on campus.

4. Supervision

All study abroad programs offered in the South Orange County Community College District are under the supervision of the Vice Chancellor of Technology and Learning Services and the Vice President for Instruction.

5. Marketing

Study abroad programs are district programs. Students will be recruited on a district-wide basis. Appropriate offices and faculty on each college campus will provide access to their students in classes related to the study abroad program being marketed so long as such access does not unduly impact the instructional program or staff work load. A marketing plan for the program shall be submitted with the program application for approval by the International Studies Advisory Committee.

6. International Studies Advisory Committee

The District International Studies Advisory Committee shall consist of representation from each college and be chaired by the Vice Chancellor of Technology and Learning Services.

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B. PROGRAM APPROVAL

1. Policy

The Vice Chancellor of Technology and Learning Services in cooperation with the college Vice President for Instruction shall establish a policy for program review and recommendation. The policy shall include procedures for applying, deadlines for applications, criteria used for granting a recommendation, and a procedure for the rating of recommended programs. Additional information can be found in the Faculty Manual for Study Abroad Programs.

2. Committee Review

All study abroad programs shall be submitted to the Vice Chancellor of Technology and Learning Services by the College President for review by the International Studies Advisory Committee.

3. Board Approval

Each study abroad program shall be approved by the Board of Trustees.

4. Contract Approval

All program arrangements shall be included in a written contract developed by the district office of Business Services and shall be reviewed by the Vice Chancellor, Business Services for compliance with the law and board policy prior to class departure.

C. Study abroad programs shall be scheduled, assigned to faculty, and maintained under the requirements of the Academic Employees' Master Agreement as with other programs and courses offered by the South Orange County Community College District

D. INSURANCE AND LIABILITY

1. Liability Insurance

Liability insurance shall be provided by the contractor handling program arrangements. A contractor shall provide the office of Business Services with a valid certificate of insurance for each program naming the district as additional insured with a single limit of liability of a minimum of \$5,000,000, with evidence that the policy covers the world-wide exposures of the travel study program. The contractor shall also provide a hold harmless agreement in a form determined by the district's office of Business Services. The certificate shall be submitted with

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the executed contract to the office of Business Services 15 working days prior to commencement of the program. All participating students shall be required by the contractor to secure medical and accident insurance for their own protection in amounts specified by the district. In addition, the contractor shall arrange for all medical and hospital arrangements that may be required. The contractor shall make available to participating students trip cancellation and baggage loss insurance.

2. Release

All participating students shall complete a district "Study Abroad Request and Release" form holding the district harmless from any claims arising out of or resulting from the student's participation. The signature of a parent or legal guardian is required for minors. A participant's health information form is required as well.

E. FISCAL COMPONENTS

1. Funding of Programs

Study abroad programs may be funded by several means:

- a. Credit classes may be funded by the division as part of the instructional materials and regular budget. Funding will be limited to instructor salary. Students will assume their own travel, lodging, and incidental expenses.
- b. Community Services classes will be funded entirely by student fees.
- c. Contractors may provide traveling and living expenses of instructors. Such provisions shall be included in the executed contract between the district and contractor.

2. State Apportionments

- a. Section 72640 of the Education Code allows for the collection of state apportionments for field trips and study abroad programs.
- b. If the study abroad program is offered as a college credit class, state apportionments may be collected.
- c. No more contact hours may be generated than if the class was held on campus.
- d. Complete and accurate records of attendance and reporting must be kept.

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3. Contracting Agencies

Contracting agencies must meet criteria established by the district in regard to general content of program; financial obligations and arrangements; program costs; contingency provisions for emergencies; scholarships for students; types and quality of transportation provided; meals, housing, and study facility arrangements; staff assistance, supervision and student conduct responsibilities; commitments to the specific educational program; and evaluation of each program. The district is only responsible for the educational aspects of the program.

4. Selection of Contractors

When a program is planned in an area and/or with an itinerary that may be provided by numerous organizations (i.e., Western Europe, Mexico), proposals shall be requested from organizations satisfying specified criteria. Proposals will be judged on the basis of the quality of support services at a reasonable cost to the student, scholarship provisions, and assurance that provisions will be met by the contractor.

5. Financial Assistance to Students

In order to provide equal access, the colleges shall make every reasonable effort to provide financial assistance to qualified students wishing to enroll in study abroad programs.

F. PRE-DEPARTURE ORIENTATION

Students participating in the study abroad programs are required to attend orientation sessions.

1. An orientation session shall be held by the instructor sufficiently in advance to provide the students with information concerning course requirements, and to determine that the students meets course prerequisites. The orientation session for each study abroad course shall include the instructor's description of the activities of the course, including the extent of travel, the mode of travel, the duration of course activities, accommodations, anticipated climactic conditions, and what physical requirements there may be of participants.
2. The orientation shall include the instructor's presentation to students of district and college disciplinary rules and regulations. The student shall, as a condition of

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participation in the course, acknowledge in writing the student's receipt, understanding of, and agreement to abide by lawful district and college rules and regulations for student conduct.

3. The orientation shall include a questionnaire concerning the relevant medical conditions and health history of students. The questionnaire shall inquire of students if they have any medical condition or special need which would require, in order to fully participate in the course, any special accommodation such as physical assistance, medication, specialized transportation requirements, or specialized medical appliances or care. If the student's answers are in the affirmative, the instructor shall meet with the division/school dean, the Vice President for Instruction and/or Vice President for Student Services, and the student to determine how the student's needs can reasonably be accommodated. Personal information disclosed by the student in such questionnaire shall remain confidential, and shall be utilized by college personnel only in accordance with this policy. In attempting to accommodate students with special needs, the appropriate administrator shall, together with the student and the instructor, investigate available campus resources to enable the student's participation, including disabled student programs and services, the associated student body, and any other available support services.
4. If the instructor has information which would reasonably lead him or her to believe that the student's participation in the activity could endanger himself, other students, or other individuals, the instructor shall meet with the student and the Vice President for Instruction and/or Vice President for Student Services to determine whether reasonable accommodation is necessary, and, if so, if the student's needs can be met. Where appropriate, a physician's written release may be required as a condition of student participation in the program.
5. If it is the judgment of the instructor and the vice president for Instruction, after attempting to arrive at a reasonable accommodation, that student participation in the study abroad program may adversely affect the health, safety, or welfare of the student, staff, or other students of the college, the instructor shall work with the student to make available an alternative instructional experience.
6. The travel contractor will provide orientation on all trip expenses, services, and rules of the program. The orientation will include information on exclusions, liability, and responsibility limitations of the contractor. The contractor will outline the responsibilities of the students and the non-instructional rules and conditions to which the student must adhere, including description of the kinds of behavior which may lead to expulsion from the program.

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G. EVALUATION OF PROGRAMS

1. Instructor Report

The instructor will submit a written report and evaluation of the program to the Vice President(s) for Instruction within 30 days of the conclusion of the program.

2. Student Evaluation

Participating students will complete a program evaluation to be filed with the Vice President for Instruction at the conclusion of the program.

H. PRIVATELY SPONSORED TRAVEL PROGRAMS

Announcements of privately sponsored travel programs in which a district employee leads or participates shall not give the impression in any way that the program is sponsored by the district or college. Such announcements may be distributed or posted on campus or at any authorized district function only in accordance with rules established for other privately prepared announcements. District employees may, however, place paid advertisements in student newspapers on the same basis as any other commercial venture.

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