

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the '**hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



International Programs

REQUEST FOR APPROVAL OF A STUDY ABROAD PROGRAM

Spokane Falls Community College
3410 W Fort George Wright Dr MS 3011
Spokane WA 99224-5288
Phone: 509-533- 4131 / FAX: 509-533-3237

Spokane Community College
1810 N Greene St MS 2151
Spokane WA 99217-5399
Phone: 509-533-8201 / FAX: 509-533-8683

Program title _____

Program dates _____

Program originator _____

Study Abroad Program originators are required to submit a program proposal for review by the Study Abroad Advisory (SAA) Committee for each year that a program will be offered. The SAA Committee will make a recommendation to the VP Council concerning the approval of the proposed program. Proposals should be developed according to the attached "Guidelines for Proposals to Establish Study Abroad Programs". No students should be registered for a program, its courses, pay deposits or other payments until all signatures have been obtained and the program has been fully approved.

STEPS FOR APPROVAL

1. Prepare completed proposal including signatures of the Department Chair and the Dean of Division from which the proposal originates and submit to International Programs for conveyance to and review by SAA Committee. Only complete proposals will be reviewed.
2. Pending approval of proposed program by the SAA Committee, the Dean of International Programs will sign the proposal and send it to the VP council for final approval and signature.

Proposals should be submitted to the International Programs office at:

SFCC, Bldg 17, Room 107, MS 3011, 533-3242 or SCC, Bldg 15, Room 114, MS 2151, 533-8659

FALL QUARTER

Deadline for submission of completed program proposals **at least seven months prior to fall quarter start date.**

WINTER QUARTER

Deadline for submission of completed program proposals **at least seven months prior to winter quarter start date.**

SPRING QUARTER

Deadline for submission of completed program proposals **at least seven months prior to spring quarter start date.**

SUMMER QUARTER

Deadline for submission of completed program proposals **at least seven months prior to summer quarter start date.**

1. _____
Department chair from which the proposal originates *Date*

3. _____
Dean of International Programs *Date*

2. _____
Dean of division from which the proposal originates *Date*

4. _____
VP Council *Date*

GUIDELINES FOR PROPOSALS TO ESTABLISH STUDY ABROAD PROGRAMS

The Community Colleges of Spokane requires that a formal proposal be submitted for all study abroad programs. In order to receive approval for a study abroad program, the proposal must address each of the following items as thoroughly and succinctly as possible:

1. EDUCATIONAL OBJECTIVES AND OUTCOMES

Describe how the program supports/enhances the academic experience of the students and the curriculum of the academic unit. The originator (the person proposing and leading the program) and faculty teaching as part of study abroad programs should work with the appropriate academic units to outline the educational objectives and outcomes of the courses offered abroad to assure compliance with the college and division. The study abroad program should be clearly related to the mission and goals of the college.

2. COURSE INFORMATION

Submit a completed "Study Abroad Course Proposal Form" for each course that will be offered as part of the program. One copy of this form is attached to these guidelines. It is obligatory that there be an academic component in order for a study abroad program to gain college approval.

3. COURSE RELATED ACTIVITIES/EXCURSIONS

Describe these activities and mention where they would occur and how long they would last.

4. ACTIVITIES DESIGNED FOR CROSS-CULTURAL EXPERIENCES

Describe activities or facets of the program's structure that will give participants the opportunity to interact with people from the host country and learn about the history/culture of the host country/city. This could include homestays or events planned for local and SCC/SFCC students. These experiences are not necessarily connected to the academic offerings of the program, but can be experiences designed to help students access surroundings outside of the classroom.

5. LANGUAGE PREPARATION

If the program will take place in a non-English-speaking country, please indicate how students will be prepared with basic language skills prior to their departure and/or on-site. Students should receive some sort of an orientation to basic vocabulary in the language of the host country/city in order to meet and greet people, purchase food and other essentials, utilize transportation and handle emergencies.

6. PROJECTED FACULTY AND STAFF

Include the names of all faculty and staff affiliated with the program who is not listed as teaching courses in the course approval forms, but who will be accompanying the program and handling on-site administration, including misconduct and emergencies.

7. BUDGET OUTLINE

Please complete the attached "Study Abroad Program Budget Outline" (page 5 of this document). This should include faculty compensation: salary, possible faculty replacement costs, airline tickets, travel, room and board, classroom costs and other expenses of the program. It should include all of the expenses to be incurred and income to be generated by the program, in order to assure that the program is financially viable.

8. ORIENTATION

It is necessary to provide extensive orientation for participants prior to departure for, and on arrival in the foreign country with respect to the matters listed in #9. Provide additional information-instruction related to the specific program and other cultural and logistically important matters.

9. PROMOTIONAL MATERIALS

A copy of the promotional brochure/flyer/booklet given to students should also be included with the program proposal. It should provide extensive information for the intended participants, honestly and specifically describing the program's opportunities and limitations, describing: how and where instruction will be given, grading practices, significant differences between a home campus experience and what can be expected abroad, information about local living conditions and the extent of responsibility assumed by the program for housing participants.

10. PROGRAM AFFILIATIONS

Provide a brief description of the institution/agency with which the program may be affiliated including its history, accreditation status, and academic programs. Include the faculty counterpart associated with the affiliated institution who would be assisting with the program, if applicable.

11. CITIES/COUNTRIES TO BE VISITED

Include in this proposal an itinerary with dates, even if they are not firm.

12. SECURITY AND TRAVEL ARRANGEMENTS

The safety and security of our students is of utmost importance. As such, we require that information be provided regarding steps that will be taken to protect students in the event of civil unrest. Speak to the safety measures that are in place where they will reside. Travel as part of a study abroad program is not permitted to countries for which the U.S. State Department has issued Travel Warnings. (Contact International Programs for assistance in how to address this.)

13. MEDICAL AND PSYCHIATRIC FACILITIES

Provide information on the resources to access for assistance if a participant were in need of medical or psychiatric care during the program. Speak to the steps that will be taken to secure medical treatment for sick students and/or possible evacuation. (Contact International Programs for assistance in how to address this.)

14. INSURANCE AND RISK MANAGEMENT INFORMATION

Short-term programs are encouraged to purchase medical insurance coverage that includes medical and evacuation coverage while overseas. International Programs will provide this information to the originator of the study abroad program. If you would like to request an exception to the requirement of including insurance in the program, please provide an explanation for your request. If the program will take place in a country with known risk factors, explain how those risks will be managed (e.g., special orientation meeting for students and/or faculty before departure, contingency plan).

15. ASSESSMENT

Recognizing that individual courses will be assessed by the academic units offering the courses according to the units' assessment procedures, explain how you measure whether the overall program objectives in Item #1 "Educational Objectives and Outcomes/Nature and purpose of the program" were met.

- Once your Request of Approval of a Study Abroad is submitted to International Programs, the Study Abroad Advisory Committee (SAA) will review and discuss your proposal and make recommendations for changes/modifications.
- Please address these issues as thoroughly, yet succinctly, as possible.
- Please contact Dr. Tom Patterson, Dean of International Programs, 509-533-3844/7033 for further clarification regarding any of the items mentioned in the guidelines.

MID-PROGRAM UP-DATE REQUIREMENT

The originator of the study abroad program is required to submit a written update preferable by e-mail on the progress of the Study Abroad Program.

This report is best written in the second half of the program, should be sent to the Dean of International Programs and update and highlight the following:

1. Unique learning experiences that would not have been possible in Spokane.
2. Any instance of positive impacts the program or student(s) may have made in the host community, e.g., an article in the local paper, service learning activity.
3. Support provided to the program by local agencies, individuals, institutions.
4. Field trips/site visits sponsored by program.
5. Student assessment of program.

International Programs is responsible for informing faculty of state law and college policies as they pertain to faculty-led programs. Study abroad program originators share equally in the responsibility of complying with these regulations. Please check with IP staff to confirm current policies related to faculty-led programs.

Last updated July 2009.

STUDY ABROAD PROGRAM BUDGET OUTLINE

This form provides the Study Abroad Committee with information on program costs and revenue sources, and develops cost and payment information for participants.

1. General Information

Program name _____ Item no. _____

Travel year/quarter _____ Travel dates _____ Self support State funded

2. Revenue Information

Are any grants or contract funds provided to support this program? Yes No

If yes, identify the source, including the budget number, if any _____

Amount of grant/contract funds provided _____

3. Estimate the costs, adapted according to categories appropriate for your program.

EXPENSE	TOTAL COST	PER STUDENT COST	COSTS INCLUDED IN PROGRAM FEES	COSTS NOT INCLUDED IN PROGRAM FEES
Roundtrip airfare				
Ground transportation				
Housing				
Visa(s) and passport fees				
Meals included in fees (organized meals, contract meal program, etc.)				
Meals not included in fees (estimate cost of three independent meals per day for duration of program)				
Books and supplies				
Field trips/admission charges				
Administrative fees				
Tuition or cost of instruction				
Health/travel insurance				
Application fee				
Faculty salary and benefits, including stipends (see Master Contract for applicable clauses/factors to consider)				
Faculty replacement cost				
Indirect costs (10% of faculty salary and benefits and replacement faculty salary and benefits) (for self support programs only)				
Other costs (telephone, internet, independent travel, other expenses during/ after program)				

4. Fee to be charged to students _____

Coordination/approvals:

5. Costs applied to grant/contract funds _____

Program planner _____

6. Cost to departmental/state funds _____

Unit budget manager co-ordination _____

International program office _____

STUDY ABROAD (SA) COURSE PROPOSAL FORM

Submit one separate form for each course.

NAME OF STUDY ABROAD PROGRAM _____

1. Program Dates

Proposed quarter for SA program _____

Proposed year for program to occur _____

Date of departure from U.S. (If date is after the start of classes, provide an explanation.)

First date of classes _____

Last day of final exams _____

Date of return to U.S. _____

2. Course Information

Course number _____

Course title _____

Instructor of record _____

Is the instructor of record an SFCC/SCC faculty member? Yes No

(If not then attach a letter from the appropriate academic unit showing the chair of that unit has approved this instructor to teach this course.)

3. Class Schedule & Contact Hours

Class schedule (Example: "MTWTH, 50 minutes per day") _____

Number of class days _____

Lectures _____

Labs _____

Credit hours _____

4. Signatures

Signature of the instructor of record

Date

Signature of department chair of academic unit offering course

Date

Signature of Dean of International Programs

Date