Reset Form

Community Colleges of Spokane

Community Colleges of Spokane International Programs
REQUEST FOR APPROVAL OF A STUDY ABROAD PROGRAM

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

Spokane Community College
1810 N Green St MS 2151
Spokane, WA 99224-5399
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*

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

3. _____
Dean of International Programs *Date*

4. _____
CCS Approval *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**
   List and describe each student activity you anticipate leading.

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 are 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 AND AUTHORIZATION FOR FACULTY COMPENSATION**
   Please complete a separate "Study Abroad Program Budget Outline and Authorization for Faculty Compensation" 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. It is required that the information is accurate and reflect a balanced budget. The cost of all participants, faculty, administration and staff must be included.

8. ORIENTATION

It is necessary to provide extensive orientation for participants prior to departure for, and on arrival in the foreign country. 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. The cost for preparing and printing these materials should be included in your budget.

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 RISK MANAGEMENT

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.) If the program will take place in a country with known risk factors, explain how those risks will be managed (e.g., special orientation for students / faculty prior to departure, continuing plans).

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 program participants 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 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).

- 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.

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 below.)*

_____

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 the Instructor's Division *Date*