

FACULTY RESPONSIBILITIES

Study abroad programs offer students the opportunity to study in different countries around the world in order to develop global competencies and to increase cultural awareness while making progress towards completion of academic goals. The instructor who is chosen to accompany a group of students abroad has multiple roles including those of recruiter, tutor, advisor, counselor, activities coordinator, troubleshooter, and a concerned aunt/uncle. The instructor who is selected agrees to accept a number of responsibilities above and beyond those normally encountered during the academic year on the home campus.

Below is a list of responsibilities:

PRIOR TO DEPARTURE

Curricular Responsibilities

1. Consult with your dean regarding salary. The instructor is paid at regular adjunct rates with no additional compensation for time spent accompanying students on excursions, etc.
2. The instructor will decide if the students are to use SDCCD textbooks. If so, the SDCCD bookstores should be informed of the textbooks to be ordered.
3. Prepare a class syllabus for all courses being offered during the study abroad program. The syllabi should be very clear about what is expected of students including attendance policy.
4. Be available to students to answer questions regarding the curricular component of the program

Non-curricular responsibilities

1. Develop and implement a written recruitment plan as part of the selection process. Recruitment of students is one of the primaries, if not the most important, pre-departure responsibilities. Activities should include classroom presentations, creating a brochure, website or ads with the travel contractor, participation in various college fairs/events, sharing information with colleagues at other colleges/universities, etc.
2. Coordinate the logistics of the program as necessary (this may be with the assistance of the International Education Office Coordinator).

3. Obtain from and submit to Business Services a Travel Request form (without expenses) to obtain approval to travel outside the U.S. If you are doing a pre-program site visit, you need to complete this form for both trips. The form must be submitted to the college president who will forward it to the Chancellor for her approval.
4. With the assistance of the International Education Office Coordinator, prepare a docket action item to be approved by the Board for you and the students to travel outside of the country.
5. Meet with the logistical support provider as necessary to discuss the elements of the program.
6. Participate in information meetings and pre-departure orientation(s).
7. Optionally, pursue the idea of involving the students in a charitable activity during the study abroad program.

DURING THE PROGRAM

Curricular responsibilities

1. If the instruction is provided by on-site instructors, the City College instructor(s) serves as the one responsible for making sure our course outlines are followed, providing syllabi, meeting with the on-site teachers at least once a week to discuss classes for the coming week and to discuss progress/challenges during the previous week, visiting classes regularly, providing tutoring as needed, consulting with the on-site instructors regarding grades for each student and finalizing grades.
2. If the instruction is provided by City College faculty, he/she will make sure that the course outline and syllabi are followed when providing instruction.
3. Serve as the primary contact person on site for all academic-related issues (progress or lack thereof, attendance, assisting students with dropping/adding a class in a timely fashion, etc.)
4. Communicate to the college instructional Dean, Dean of Student Affairs, or International Education Coordinator, whichever is appropriate, any student related problems or questions regarding academic/cultural adjustment or behavioral issues.
5. Although the staff the on-site coordinator provided by the vendor are the primary contacts in case of emergency, the instructor must be prepared to participate in resolving problems.

Non- curricular responsibilities.

1. Participate in all activities included in the program costs. i.e.. excursions. tours. orientations. etc.

2. Arrange for bulletin board space to be made available at the school for the group for the posting of messages to student, for the school to post announcement, and the students to post messages to each other.

3. Develop a sign-out system for students who leave their residence overnight so that you know where students are going and how to reach them. If possible, in case of an emergency (hotel or other accommodation. address. and phone number). In this post 9/11 age, participants are not to travel outside the host city without leaving an itinerary.

4. The purpose of a study abroad program is to provide students with an enriched educational experience. Consequently, this requires a high level of faculty participation outside the classroom. Faculty should be prepared to spend more time with students than they normally would at City such as organizing optional field trips/excursions during non-class hours.

6. Faculty should be aware as much as possible of the well-being of the participants at all times. It is recommended that a certain time be taken each week, usually at the beginning or end of the week, to convene the group to discuss any problems, questions, or concerns that the participants might have. The on-site representative of the logistical support provider and/or City College's instructor can conduct such meetings. Sessions held at the end of the week also provide an excellent opportunity to find out if anyone is planning to go out of town for the weekend. Student participation in these meetings should be mandatory.

7. Students may perceive the faculty person as the first point of contact if they have any questions or concerns about their experience, both academically and/or non-academically. It is the faculty person's responsibility to respond to academic concerns (see #2 under Curricular Responsibilities), For non- academic concerns, serve as a sympathetic ear and then refer students to the vendor's on-site coordinator and/or staff who are available for this purpose.

8. The code of conduct which governs student behavior while on the home campus is expanded to govern behavior both in and outside the classroom during a study abroad program (on field trips/excursions, in the housing accommodations, and on their own) as well. Students will have received a copy of the college code of conduct and will have signed a statement indicating that they have read, understood and agreed to the code. Their signature will also indicate that they understand that their participation in the program may be terminated if certain behaviors are exhibited. As a result, the faculty member, in consultation with the logistical support provider, the language school, and City College personnel, can propose that a student be terminated from the program. However, this decision, if carried out, is the responsibility of the logistical support provider and is to be communicated to the offending student as a decision of the provider.

9. Perceived or known problems students may be having such as difficulty in adapting to another culture, depression, substance abuse, theft, and health issues such as accidents and sickness should be reported to the vendor's on-site coordinator and language school staff immediately and, as needed, to the college.

10. Maintain contact with the college International Education Coordinator at least weekly via email for the duration of the program.

AFTER THE PROGRAM

Curricular responsibilities

1. Faculty need to submit all final grades on time according to college procedures. Class rosters must be submitted in a timely fashion.

2. Faculty will disseminate and collect written student evaluations of the program. The college International Education Coordinator will provide the faculty person with evaluation forms prior to departure.

3. Upon completion of the program faculty will provide a detailed evaluation to the travel contractor and Dean addressing the following elements:

- a. **Academic component of the program (rigor and quality of instruction).**
- b. Classroom facilities and equipment
- c. Student housing and meals
- d. Faculty hosting
- e. Logistical support provider services
- f. Language school support services
- g. Excursions and field trips
- h. How will you use your experience abroad in your future teaching in the SDCCD?
- i. Student issues (if any)
- j. Other issues (if any)
- k. Recommendations for future programs

4. Optionally, organize a reunion for the participants after completion of the program to assist them with the re-entry process; provide an opportunity to share their experiences and thoughts/feeling after returning from an experience abroad, share photos and other souvenirs, and maintain contact with each other.

5. *Suggestion: conduct a flex session on the experience of being an instructor for a study abroad program.*

COMPENSATION AND PROVISIONS

1. Faculty, both contract and adjunct, will be paid at adjunct rates for accompanying a group of students abroad on a short-term study abroad program. This will be provided by the SDCCD.
2. Round trip airfare and all ground transportation will be provided by the study abroad vendor.
3. Accommodations (a homestay with meals included or independent residence without meals) will be provided by the study abroad vendor.
4. Entrance fees for program-sponsored excursions will be provided by the study abroad vendor.

OTHER CONSIDERATIONS

The purpose of a study abroad program is to provide students with an in-depth international education experience that cannot be obtained on the home campus. As a result, faculty should be prepared to spend more time with their students than they normally would in San Diego.

Faculty may only travel with children if they are accompanied by a non-faculty adult who will be responsible for chaperoning the child/children during the program. In addition, children are not allowed in the classroom and may not attend any pre-paid program-related activities.

The above list of duties and responsibilities is intended to clarify the expectations of the college and the expectations of the students on a study abroad program. It should also assist faculty in identifying the types of situations that might arise while abroad and suggest a possible course of action.

FACULTY RESPONSIBILITIES

Please sign and return this page to the Vice President of Instruction.

I understand and agree to the faculty responsibilities and considerations as described in the San Diego City College, Study Abroad "Faculty Responsibilities" packet.

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| Print Name | Signature | Date |
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| Department | Title | Phone# |
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| Name of Study Abroad Program | Term |
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