

Application for Appointment Term -Semester: Summer /Winter Destination:

Faculty Information		
Name(s):		
Mailing address:		
Phone:	E-mail:	Work Phone:

Is part of a joint program ___ Yes ___ No.

Name of other faculty member(s) _____

CHECKLIST:

- ___ **A.** Discuss your proposal with your San Diego City College Study Abroad Liaison Professor Rosie Sandoval rsandoval@sdccd.edu
- ___ **B.** Complete this “Application for Appointment” and obtain the necessary signatures below from your Department Chair **and** School Dean.
- ___ **C.** Attach a 2-page resume with your application.
- ___ **D.** Attach a tentative Study Abroad itinerary provided by one of the recommended Study Abroad Providers with your application.
(at least one year in advance).

___ **E.** Submit this application to Dean Jeanie Tyler
- *This application is true to the best of my knowledge:*
Signature of applicant: _____

- *I recommend this instructor for this opportunity:*
Signature of Department Chair: _____

- *I recommend this instructor for this opportunity:*
Signature of School Dean: _____

Final approval to lead a study abroad program will depend on funds available, approval by the San Diego City College International Education Committee, and approval by the VP of Instruction. Fill in the information below or attach **your** responses separately.

Name: _____ Destination / Term: _____

1. Attach resume:

College/University	Degree	Date Granted	Major	Minor

2. Please list the courses you have taught in your present teaching assignment (during the previous academic years):

1.
2.
3.
4.

3. Which course(s) do you propose to teach abroad? (must be a UC and/or CSU transferable course)

1.
2.
3.

Name: _____ Destination / Term: _____

4. Please list or attach some academic planned activities or learning outcomes while abroad.

5. How does this study abroad experience enrich student learning?

6. Describe your special qualifications, such as travel / work / educational experience abroad.

Name: _____ Destination / Term: _____

7. What is your experience working with students outside the classroom? (e.g., clubadvisor, field trip/overnight travel supervisor, intercollegiate teams, etc.)

8. How would you manage a crisis while directing a program abroad? Please list any training, certifications or special qualifications that would make you better suited to handle this type of unexpected or emergencies situations.

9. Proficient in Language of the host country of study: Yes/NO

10. Detail your plans for recruiting for this study abroad program.

Thank you for completing the Study Abroad Faculty Application for Appointment