

Solano Community College
Study Abroad



APPLICATION PACKET

Solano Community College is dedicated to the goal of providing the highest quality academic, occupational, cultural, and developmental programs for our community. Study Abroad invites students to experience a unique educational environment, providing opportunities for academic, cultural and personal enrichment that may prepare students for the challenges of the 21st century.

Study Abroad is a unique and challenging commitment for both faculty and students, a commitment that may ultimately yield immeasurable rewards. Following are the procedures and forms to take you through the process, beginning with your application to the Study Abroad Committee.

Thank you for embarking on this great endeavor!

Study Abroad Program Procedures

STEP 1: Select the course(s) you wish to teach abroad. Note: “abroad” here refers to any program based beyond the San Francisco Bay Area; e.g.: Los Angeles, New York, Paris, Moscow.

1. **Short-term courses:** These courses might be offered during the Winter intersession or Summer. Short-term courses might be one to three weeks in duration. Keep in mind that a 48-contact-hour lecture course might be very difficult – even unpleasant – to teach in such a limited time span. Rather than use an existing course, consider working with your department to create a “Study Abroad” course with fewer and/or flexible credits. This course would have to go through the approval process, via submission to the Curriculum Committee, as any new course would. See PHOTO 155 as an example of such a course. Note that this particular course will not transfer. In creating a new course, consider the following: Courses numbered 1-49 are UC transferable; 1-99, also CSU transferable; 100 and above will not transfer, although may be included in a major.

2. **Long-term courses:** These courses might be offered in the Fall, Spring, or Summer semesters, and be one to four months in duration. To maintain transferability, you may wish to teach existing courses (for example, Spanish 31, 32...). Note that teaching in the Fall or Spring, you will have to deal with the issue of teaching loads. The Study Abroad Committee may assist you in working up a feasible teaching schedule. Note: A contracted travel company can provide local instructors to teach any additional classes you think would be appropriate for students, so they can maintain the full-time 12 units of study.

3. **Pairing with another SCC instructor:** For short-term courses, it might be beneficial to arrange two classes with two instructors, with both programs offered in the same city; this would allow the two classes to merge as appropriate, creating an informal “Learning Community.” Students could sign up for one course or the other. If a true Learning Community is intended, with instructors team-teaching a 6-credit class, for example, instructors should also apply to the Learning Community committee.

For paired instruction, each instructor should complete a separate application, and submit all applications together as a single packet. For long-term courses, a pairing may be essential (especially to insure course load).

STEP 2: Submit Study Abroad Application to the Study Abroad Committee.

Fill out the Application, Preliminary RFP, and Sample Itinerary/Course Outline.

Instructor Application:	Study Abroad Form A.
Preliminary RFP:	Study Abroad Form B.
Sample Itinerary/Course Outline:	Study Abroad Form C

Applications are considered twice yearly, at the beginning of the Fall and Spring semesters, and are due a full year and a half before the year of the intended Program. Summer and Fall semesters are considered together. For example, faculty wishing to start a program in Spring 2010 must submit a complete application (Forms A, B, and C) by the first month of the Fall 2008 semester. Starting a program in Summer 2010, applications due Spring 2009. Starting a program in Fall 2010, applications due Spring 2009. Deadline exceptions are at the discretion of the committee.

STEP 3: Review and Revisions

Upon reviewing your application, the committee may have questions, concerns, or suggestions. Applicants should be prepared to discuss their plans in person with the Committee if requested to do so. The Committee may request revisions to Forms B and C. The Committee will ultimately decide whether and at what point the faculty is ready to move forward in the process.

STEP 4: Selection of Contractor

1. After acceptance by the Committee and suggested revisions to Forms B and C, Faculty submits Forms B,C, and D (to be completed by faculty) to selected travel contractor(s). The faculty and the Committee may suggest contractor(s) for bidding.

2. Faculty-applicant(s) and Study Abroad Committee Coordinator review bid(s) and select a Contractor.

STEP 5: Resolution of Details with Contractor

1. With assistance of Coordinator of the Study Abroad Committee, faculty works with the Contractor to work out specifics of the program, revising the itinerary and negotiating costs.

For long-term courses: If local instructors will be used to teach those courses not taught by Solano instructors, Faculty may request to review references, syllabi, and other available information about those courses. The Contractor may share responsibility in making sure that the courses taught by non-SCC faculty will meet student expectations for transferability; i.e., are UC- and CSU-transferable, transferable electives, or non-transferable.

2. Faculty conducts final resolution of details with Contractor, and ensures brochure completion. Contractor is responsible for publishing the informational brochure.

3. Faculty, with Coordinator of the Study Abroad Committee, ensures finalized contracts from Contractor are reviewed and signed through the Business Office.

STEP 6: Promotion

Faculty promotes program and recruits students, encouraging interested students to make initial deposits to Contractor. Faculty may also arrange promotional/informational meetings with students, the Coordinator, and a representative from the Contractor.

STEP 7: Finalizing student payments

Contractor collects deposits and keeps Faculty abreast of payment schedule. Faculty, with Coordinator, ensures that Financial Aide Office has notified Contractor of pending payments (from student loans or scholarships, handled through the Financial Aide Office).

STEP 8: Joint Enrollment and Orientation Meeting

After students make full payment, faculty arranges date(s) for group enrollment and orientation; arrangements made with OAR/Counseling/Student Services Coordinator(s).

STEP 9: STUDY ABROAD!

STEP 10: Evaluation and Regroup

Conduct a post-program meeting, 60-90 days following program, to debrief students and gather feedback. Complete Study Abroad **FORM E**.

Study Abroad Form A
Instructor Application

Solano Community College

Date: _____

Name: _____

Address: _____

Telephone number: _____
(home) (work/ext.) (cell)

Proposed location(s) for study abroad (city/cities and country/countries):

Course number(s) and title of course(s) for which you are applying :

Background and experience (write below or attach on separate page):

Briefly state your background in the class(es) for which you are applying:

Briefly state your background and familiarity with the proposed location:

State your experience, if any, in leading classes abroad:

Attach **Study Abroad Form B**: Preliminary RFP (Request for Proposal).

Attach **Study Abroad Form C**: Sample Itinerary and Course Outline.

Optional: Attach Curriculum Vitae. Note that CV is not a substitute for the information outlined above.

Recommended Signatures:

Other Faculty within the Department

Date

Other Faculty within the Department

Date

Required Signatures:

Signature – Applicant Faculty

Date

Signature – Division Dean

Date

Study Abroad Form B:
Preliminary RFP/Request for Proposal

Name of Proposing Faculty: _____
Department/Division: _____

Contact information:

Principal site(s) of Study Abroad program (city/cities and country/countries):

Semester and year of proposed Study-Abroad program:

___ Summer	20__
___ Fall	20__
___ Winter Intersession	20__
___ Spring	20__

Total length of program: _____

Proposed dates of program: _____

Departure location/preferred date: _____

Arrival location/preferred date: _____

On-site, country/local guide requested (yes or no): _____

Limited guide requested (specify role/extent of need/level of expertise):

Arrival date accommodations, including roundtrip to/from hotel and guide/greeter (note preferences):

Accommodations for duration of program (check all options under consideration):

For students		For faculty (number of faculty ____)	
_____	Host family	_____	Host family
_____	Hotel	_____	Hotel
_____	Rented apartment	_____	Rented apartment
_____	Other: _____	_____	Other: _____

Note: All accommodations should be centrally-located, within easy walking distance of public transportation to access the lecture sites and locations for study.

Welcome meal (at hotel or restaurant) requested (yes or no, specify type): _____

Meals to be included throughout duration of program (yes or no, specify type):

First day of instruction begins (approximate date): _____

Form B, continued

Course(s) to be taught by SCC professor(s):

Instructor	Course title and number	Units	Number of sections
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[Course descriptions attached for each proposed course to be taught by SCC professors.]

Course(s) to be taught by non-SCC local instructors:

Preferred course(s) to be taught by local, on-site professors (if applicable):

Area of instruction (Language, History, etc.) Course title and number # of sections

[Faculty should take care that courses taught by non-SCC faculty meet student expectations for transferability. Courses taught by local instructors should be approved by the SCC Articulation Office.]

Preferred local professor and/or college: _____

_____ Request for references. If bid is accepted, faculty wishes to review references of prospective local instructors.

Holidays or other breaks planned (approximate dates): _____

Preferred excursions (note location, duration of excursion):

Excursion #1: To _____, _____ days

Approximate dates for Excursion #1: _____

Excursion would include arrangement of transportation, hotel stay, museum entrance fees, and the following meals: _____

Excursion would include local guide from excursion locale (yes or no, and preferences): _____

Excursion #2: To _____, _____ days

Approximate dates for Excursion #2: _____

Excursion would include arrangement of transportation, hotel stay, museum entrance fees, and the following meals: _____

Excursion would include local guide from excursion locale (yes or no, and preferences): _____

Attach information for additional excursions as outlined above.

Additional pre-arranged activity preferences (such as concerts, conferences, etc.):

Form B, concluded

Farewell dinner requested (yes or no): _____

Preferred departure date: _____

Departure arrangements, including transport from residence/hotel to airport (note any preferences): _____

ON-SITE NEEDS: Program Price to include (check all preferences):

_____ Facilities for faculty (specify): Audio/Video and office equipment for faculty (overhead projector, DVD player with TV monitor, CD player, VCR, copy machine, fax, computers with internet connection and PowerPoint)

_____ Assistance of on-site coordinator/head guide for general information, miscellaneous issues; duties of on-site coordinator defined below*

_____ Assistance of on-site local guide, limited to: _____

_____ Membership to local library for student research during program

_____ Access to computers for students, with internet, word processing, and printer capabilities

_____ Other: _____

* On-site coordinator/head guide, secured by Contractor, may assist faculty member with the following duties:

- Supervision of all housing issues, including but not limited to ... requests for change of room, smoking/no smoking accommodations, vegetarian needs, noise, light/heat/ partying behavior, etc.
- Ensuring that the relationships among the students, instructors, host families, and local university is running smoothly
- Reporting activities/issues regularly to SCC
- Availability during office hours every day of classes
- Providing counsel and suggestions to students and faculty in regards to local life and customs, food, restaurants, museums, excursions, railway and bus timetables.

This RFP presents the preferences of SCC faculty for this program. Suggestions and refinements from the contracted facilitating organization are welcome. SCC is dedicated to providing a rigorous, academic environment for student learning. We are open to any facilities, activities, or other suggestions from the facilitating organization that might enhance this program.

Study Abroad Form C
Sample Itinerary/Course Outline(s)

Solano Community College

Date: _____

Name: _____

Proposed location(s) for study abroad (city/cities and country/countries):

Course number(s) and title of course(s) for which you are applying :

Attach sample syllabus (syllabi) and copies of Section K for the courses to be taught.

Short-term program (up to 4 weeks): Please also attach or describe below:
day-to-day activities, museums to visit, cultural activities/events to attend, including
excursions, classroom time, site visits, etc.:

Long-term program (over 4 weeks): Please describe activities, museums to visit,
cultural activities/events to attend, including excursions, classroom time, site visits, etc.

Study Abroad Form D

Itemized Cost List for Evaluation of Contractors

To the faculty: Please check off, in each category, the optional services you require. Costs will vary greatly depending on added services.

To the contractor: The intent of this proposal sheet is to identify selected individual costs for ease of evaluation and study. However, the per student cost may not in all cases be the proper measure; in some instances a net cost to be divided among the actual number of students attending may be more appropriate. If such is the case, please note such and quote accordingly. Quote all prices in American dollars. Base quote on 12, 15, and 20 students.

1. Transportation

Air fare – Bay Area (San Francisco, Oakland, Sacramento) to destination city

Bus to and from airport to lodgings.

\$ _____ per student (based on 12)

\$ _____ per student (based on 15)

\$ _____ per student (based on 20)

2. Accommodations

Double Room Occupancy

_____ daily breakfast included

\$ _____ per student (based on 12)

\$ _____ per student (based on 15)

\$ _____ per student (based on 20)

Single Supplement

\$ _____ per student

Other Meals

_____ Welcome meal(s)

\$ _____ per student (based on 12)

_____ Farewell meal(s)

\$ _____ per student (based on 15)

_____ Meals en route (in transit)

\$ _____ per student (based on 20)

_____ Other: _____

3. Excursions (day or weekend trip)

Excursion #1 _____

\$ _____ per student (based on 12)

_____ Transportation cost included

\$ _____ per student (based on 15)

_____ Museum Entrance Fees

\$ _____ per student (based on 20)

_____ Meals during Excursion

Excursion #2 _____

\$ _____ per student (based on 12)

_____ Transportation cost included

\$ _____ per student (based on 15)

_____ Museum Entrance Fees

\$ _____ per student (based on 20)

_____ Meals during Excursion

4. Course Instructor(s)

Air fare, bus transportation, single room accommodations, and all meals, and other miscellaneous items, as indicated for students.

\$ _____ per student (based on 12)

\$ _____ per student (based on 15)

\$ _____ per student (based on 20)

Form D, concluded

5. Miscellaneous

<input type="checkbox"/> On-site Coordinator/Head Guide	\$ _____ per student (based on 12)
<input type="checkbox"/> Local on-site guide	\$ _____ per student (based on 15)
<input checked="" type="checkbox"/> Airport Tax	\$ _____ per student (based on 20)
<input type="checkbox"/> Visa, if required	
<input type="checkbox"/> International Student ID	
<input type="checkbox"/> Museum Entrance Fees	
<input type="checkbox"/> Other cultural activities	
<input type="checkbox"/> Gratuities for hotel staff	
<input checked="" type="checkbox"/> Brochures to advertise program (1000 minimum)	

TOTAL PACKAGE

Including airfare	\$ _____ per student (based on 12)
	\$ _____ per student (based on 15)
	\$ _____ per student (based on 20)

Options

<input type="checkbox"/> Extension(s) (pre-, post-, during-program)	\$ _____ per student
<input checked="" type="checkbox"/> Flight deviation (students not taking group flight)	\$ _____ per student
<input checked="" type="checkbox"/> Travel and Trip Cancellation Insurance	\$ _____ per student

STUDENT FEEDBACK OF STUDY ABROAD EXPERIENCE

Semester: ___ Winter 20___
(check one) ___ Spring 20___
 ___ Summer 20___
ors ___ Fall 20___

Note: Please complete Section E, on back, for non-SCC instructors

	Absolutely/ Excellent	Mostly/ Good	Somewhat/ So-So	Barely/not at all/ Poor
A. Support, Pre-Study Abroad				
1. Communication with SCC faculty-coordinator, prior to the trip, was clear and adequate.	_____	_____	_____	_____
2. Communication with Travel Contractor, regarding payments and other paperwork, was clear and met expectations.	_____	_____	_____	_____
3. OAR, Student Services, Counseling provided support for timely and efficient enrollment.	_____	_____	_____	_____
4. Comments on pre-study-abroad support: _____				

5. Faculty-Coordinator was available, provided assistance on site as needed.	_____	_____	_____	_____
6. Educational objectives were clearly outlined, met expectations.	_____	_____	_____	_____
7. Excursions, field trips enhanced the learning experience	_____	_____	_____	_____
8. Changes due to unforeseen events were explained, well-handled (if not applicable, please leave blank)	_____	_____	_____	_____
9. Guide was well-informed, communicated effectively (if no guide, please leave blank)	_____	_____	_____	_____

9. Living arrangements were...	_____	_____	_____	_____
10. Air transportation was...	_____	_____	_____	_____
11. Bus/other transportation was...	_____	_____	_____	_____
12. Classroom facilities were adequate for learning.	_____	_____	_____	_____

(continued on back)

	Absolutely/ Excellent	Mostly/ Good	Somewhat/ So-So	Barely/not at all/ Poor
D. Overview				
12. Overall, the faculty-coordinator met expectations.	_____	_____	_____	_____
13. Overall, how would you rate this experience?	_____	_____	_____	_____
14. Would you recommend this program to others? Please share any comments below:	_____	_____	_____	_____

15. What suggestions do you have for increasing the effectiveness of the class(es)?				

16. What suggestions do you have for increasing the effectiveness of the Study Abroad Program, in general?				

17. Approximately how much did you spend during the trip? (ex: gifts, food, entertainment, supplies) \$_____				
18. [Instructor: If desired, please add any question(s) specific to your class/discipline. Ex: How many rolls of film did you shoot?]				

E. Feedback on non-SCC instructors

Instructor name/class_____	Absolutely/ Excellent	Mostly/ Good	Somewhat/ So-So	Barely/not at all/ Poor
Teaching/Presentation				
1. Lectures, demonstrations were clear, organized, well-presented.	_____	_____	_____	_____
2. Covered material was pertinent, useful	_____	_____	_____	_____
3. Discussion was encouraged, kept focused	_____	_____	_____	_____
4. Assignments and exams were pertinent, reasonable	_____	_____	_____	_____

F. Please share any additional comments you might have.

FACULTY FEEDBACK OF STUDY ABROAD EXPERIENCE

Main city/site of study: _____

Semester: _____ Winter 20__
 (check one) _____ Spring 20__
 _____ Summer 20__
 _____ Fall 20__

Instructor: _____
 (please print your name)

This form gives you the opportunity to evaluate your study abroad experience, to help the Study Abroad Committee make improvements. Please place check marks in the appropriate column.

	Absolutely/ Excellent	Mostly/ Good	Somewhat/ So-So	Barely/not at all/ Poor
A. Support, Pre-study abroad				
1. Communication with Study Abroad Committee/Coordinator: _____	_____	_____	_____	_____
2. The Committee/Coordinator provided support that met your needs and expectations _____	_____	_____	_____	_____
3. Communication with Contractor: _____	_____	_____	_____	_____
4. The Contractor provided support that met your needs and expectations _____	_____	_____	_____	_____
5. The Business Office provided support that met your needs _____	_____	_____	_____	_____
6. OAR/Student Services/Counseling provided support to ensure proper and timely student enrollment _____	_____	_____	_____	_____
B. Support during study abroad				
7. The Contractor provided support that met your needs and expectations _____	_____	_____	_____	_____
8. Guide was well-informed, communicated effectively (if no guide, please leave blank) _____	_____	_____	_____	_____
C. Physical Arrangements				
9. Living arrangements were... _____	_____	_____	_____	_____
10. Air transportation was... _____	_____	_____	_____	_____
11. Bus/other transportation was... _____	_____	_____	_____	_____
12. Classroom facilities were adequate for teaching/learning. _____	_____	_____	_____	_____
D. Overview				
13. Overall, how would you rate this experience? _____	_____	_____	_____	_____
14. What suggestions do you have for increasing the effectiveness of the Study Abroad Program?				

15. Approximately how much did you spend during the trip (ex: gifts, food, entertainment, supplies) \$_____				

E. Please share any additional comments you might have.
