

Study Abroad Program

Faculty Responsibilities

Faculty will do the following in preparation for their assignment abroad. Any person not willing and able to fulfill these obligations may be removed from the assignment.

1. Attend all information meetings, approximately six to ten, for recruitment of students at DVC as well as other District campuses, even if these meetings conflict with one's own classes (Administrative leave will be given.)
2. Attend CCCCDC Study Abroad Committee meetings the semester before going abroad. (Approximately one/two per month.)
3. Recruit actively in one's own classes as well as in as many other classes as possible.
4. Faculty selected should expect to put in a minimum of two-five hours weekly in the recruitment process. These recruitment activities are coordinated through the District Study Abroad Office.
5. Attend required Consortium/AIFS meetings, including AIFS orientation program before leaving. (Approximately two-three per program.)
6. Attend a DVC orientation session before departure.
7. Participate in a program evaluation on site at conclusion of term.
8. Attend a student/faculty "debriefing" event on return from program.
9. Attend a CCCCDC Study Abroad committee meeting on return to discuss the experience of the program for the Committee.
10. Attend FLEX workshop on Study Abroad to share experiences with prospective participants.

Approved by:

Study Abroad Programs Committee (10/24/95)

DVC Faculty Senate (11/28/95)

Faculty Senates Coordinating Council (2/15/96)



**Contra Costa Community College District
Full-Time Faculty Application
For Teaching Abroad**

London, fall semester 2009

Florence, Italy spring semester 2010

Application Deadline is Friday, September 19, 2008

Name: _____ E-mail: _____

College / Office Address: _____

City, State, Zip: _____

Work Phone: _____

Home Address: _____

City, State, Zip: _____

Division: _____

Teaching Field/Discipline: _____

FSA(s) _____

Please consider me an applicant for the 2009-2010 Semester Abroad Programs.
{Check the program(s) you are applying for. If applying for both, please submit a separate application for each.}

- London, fall 2009
- Florence, spring 2010

Signature: _____ Date: _____
Faculty

Signature: _____ Date: _____
Department Chair

Signature: _____ Date: _____
Division Dean

Comments:

Note: There is a selection priority for faculty who have not participated in the program in the past

Program information and guidelines:

The CCCC Study Abroad program along with its partner colleges (San Mateo, Santa Rosa and Cosumnes River) sends approximately 120 - 50 local students and four faculty abroad for a 13 week semester program. Qualifying students must have satisfactorily completed 12 units of college level work. During the semester abroad, each student must maintain a minimum academic load of 12 units.

A typical full time assignment in the Study Abroad program involves three courses and a "Life and Culture" course, which is required for all students. Lecturers from the host country will provide a considerable amount of the content for this course. Faculty is expected to serve as instructors of record, provide supplemental lectures, issue grades and handle course coordination.

An instructor selected for the program has the opportunity to work in cooperation with faculty from other participating colleges. The proposed courses must be lower division transfer courses with appeal to a broad spectrum of students. Faculty is encouraged to select courses which are particularly suited to being offered in a foreign setting. Full-time, tenured faculty as of program start is eligible to participate in the semester study abroad programs.

Courses

1. Identify the three DVC courses you propose to teach in addition to the Life & Culture course. CCC, LMC and SRVC faculty should refer to the DVC catalog for course descriptions, etc. If you are recommending to teach courses outside your normal departmental teaching assignments, please consult with the Study Abroad Office and relevant department chair(s) prior to submitting your application.
2. Identify three alternate courses that you are qualified to teach and would find appropriate under the previously mentioned guidelines. Alternate courses may be offered in order to avoid curriculum conflicts between selected faculty.
3. Organizing, coordinating and developing course, programs and other learning experiences will be required. What have you done that demonstrates your ability to organize or initiate programs or activities?
4. On a separate page, write a description of each course and describe how you will incorporate the foreign locale in your instruction. Describe any special approaches, directions or goals that the foreign locale stimulates you to envision. Provide examples of field trips and other supplemental educational activities you would provide for students during the semester abroad. This aspect of the application is the most important because the committee would like applicants to demonstrate their understanding of the potential for cultural enrichment of the curriculum.
5. Please list all subject areas (FSA) which you are qualified to teach.

Recruitment

Our experience indicates that the more active you are as a recruiter, at your own College, at other colleges within the District, the more successful you will be in attracting students to the foreign study program. Our experience also indicates that, if you don't actively recruit, there is a high probability that your portion of the program will be cancelled due to low enrollment.

Faculty selected for Study Abroad Programs must attend all information sessions, plan and implement recruitment activities, participate in other recruitment efforts, including program promotion, student recruitment and student orientation.

1. What experiences do you have with regards to these activities, and what specific activities would you propose and execute for successful student recruitment?
2. Approximately 35 students may apply locally for the program. Are you prepared and willing to provide informal educational and personal advising and support services for these students? Please explain.

Other Details

1. Have you been a Study Abroad participant during the last ten (10) years? List program and date.
2. What individual or group travel experiences have you had?
3. While foreign language proficiency is not a requirement, please indicate the foreign languages you speak, write and/or read.
4. Write a personal statement expressing why you desire to participate in the Study Abroad Program.
5. What special qualifications do you have that make you well suited to serve as a semester abroad faculty member?
6. Will you be able to make the necessary personal and financial arrangements in order for you to participate in the program? (Selected faculty will be provided with complimentary round trip airfare or pro rata share thereof based on a 20:1 student ratio. Faculty will also earn their regular salary during the semester abroad program plus a \$2,500 housing stipend. Additional personal expenses can be expected such as rent, meals, surface travel, etc.)
7. Please feel free to add further information that will assist both the local faculty selection committee and the college consortium committee in making a final decision on the faculty/curriculum for the upcoming programs.

Submit this application (email or hardcopy) to Shemila Johnson at DVC Academic Affairs Office by 5:00 p.m., Friday, September 19, 2008.