



GLENDAL COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM FACULTY HANDBOOK

Approved by the Study Abroad Committee
Approved by the Academic Affairs Committee

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Hello! Congratulations on your participation in GCC's Study Abroad Program, which started in 1968.

This handbook outlines expectations and responsibilities for the Faculty Director of the program (henceforth called the FD) and the Program Faculty (henceforth called the PF) before the program and while abroad.

In particular, it covers:

- I. Communications (p. 3)
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For more detailed information on the program, consult the Study Abroad Program Operations Manual.

I. COMMUNICATIONS

It is essential that the FD and PF keep in touch with students and the Study Abroad Director throughout the program. That means that they need a reliable phone with Internet access (including a SIM card or similar technology or an international data plan) that can communicate via WhatsApp, GroupMe, or a similar communication application. A communication group must be created before departure abroad that includes all the above-mentioned groups.

While abroad, it is best to communicate daily schedules to the program's members. It can also be helpful to create a private, professors-only group for communications that shouldn't be seen by student eyes.

Moreover, contact should be always maintained with the vendor before and during a program.

II. BUDGETING

Most program expenses to be incurred abroad will likely be handled by the program's travel vendor. Should there be additional overseas expenses to be paid by the college, the Study Abroad Director and FD should meet 1 to 2 months prior to departure to establish a budget to cover these remaining expenses (e.g., museum tickets, wireless earphone rentals, guide fees, etc.) and, if financially possible, a "petty cash" fund for extra student expenses (e.g., meals and coffees). The latter practice can be an excellent means to get to know students and to identify any problems before they escalate. The director will give the PD an advance of about 80% of projected expenses before departure.

While abroad, the FD should maintain an accounting sheet (via Google Sheets, Microsoft Excel, or a similar program) that tracks program expenses. *All physical and digital receipts should be saved.* N.B.: GCC will not pay for alcohol, so be sure to not have any alcohol costs in the expense claim.

At the end of the program, the FD will submit the itemized expense spreadsheet and associated receipts to the Study Abroad Director for compensation. Any ending balance must be returned to the Study Abroad program.

A blank expense spreadsheet follows in Appendix A.

III. ATTENDANCE OF STUDENTS AND FACULTY

Students are expected to attend all program classes and field activities. Unexcused absences are considered infractions of the Student Behavior Contract and should be disciplined accordingly, as explained in Section VII. Obviously, in the event of circumstances such as student illness, absence might be advisable (and unavoidable), but such instances must be communicated to the FD beforehand.

If students travel away from the program during a free weekend or other “open” periods of the program, they must notify the FD and submit an Independent Travel Form (see Appendix B) prior to departure.

Faculty, likewise, are expected to attend all program classes and field activities relevant to their instructional responsibility. In general, it is best that all faculty attend all field activities.

At least one faculty member shall maintain a presence at the student residence and be a primary point of contact during free weekends or other “open” periods of a program.

IV. FACULTY INCLUSIONS AND FAMILY MEMBERS ABROAD

Faculty economy airfare is included as part of the program: the FD and PF should save their receipts and submit them for compensation. (If the faculty member wishes to upgrade, they would pay the costs of the upgrade vis-à-vis the economy ticket). All activities and meals included as part of the program for students are likewise included for the faculty member.

A limited travel insurance policy that covers Emergency Medical and Emergency Evacuation is included for the FD and PF for the overseas duration of the program. Make sure to consult with the Study Abroad Director before purchasing a policy. A summary of coverage and any receipts should be submitted to the Study Abroad Director prior to departure for reimbursement.

Accommodations are provided for the FD and PF on a single room basis over the duration of the program. It is best that at least one of the FD or PF accompany the student group on the outbound flight and either the FD or PF stay an additional day after the conclusion of the program. Typically, all faculty members stay in the same accommodations as the program on a single-room basis. Should a faculty member request to stay in different housing than students, the request would need to be approved by the Study Abroad Director. In this case, the program would finance the costs as if they were staying in student accommodations, and the faculty member would pay any remaining costs for their alternative accommodations.

Meals not included as part of the program are handled the same as if the class were in Glendale: at the faculty member’s own expense. Alas, *per diem* expenses would notably increase the costs for programs.

Any other daily living expenses are borne by the faculty unless explicitly included as part of the program.

Family members are welcome to accompany the FD and PF. If a family member is staying in the accommodations with a faculty member, notice must be given to the Study Abroad Director and fellow faculty *at least three months* before departure abroad. Students must also be notified of family members attending prior to the orientation meeting. Any costs from family members’ participation in program accommodations, transportation, entry fees, meals, activities, etc., must be requested and paid by the related FD or PF by the final payment deadline as students.

N.B.: student welfare and a sound academic experience must always be the priority of the FD and PF.

V. ACADEMIC RESPONSIBILITIES

Program faculty are responsible for the classes they teach. This includes maintaining records, submitting census *and* positive-attendance rosters, and finishing grading on time. Curricula should reflect the culture of the region of study, and efforts should be consistently made to connect the two.

Students are required to be enrolled in the program's classes during the entirety of the program. Students struggling with the workload might consider the Pass/No Pass grade option after consulting with a GCC counselor. Withdrawals should be discouraged, and student participants should consult with the Study Abroad Director before attempting to withdraw from any of the program courses. While students are allowed the option of dropping a class, this would normally jeopardize their ability to continue to participate in a study abroad program since active participation by each student is required.

VI. NON-ACADEMIC RESPONSIBILITIES

One of the most important tasks of the FD is maintaining the program culture and being attentive to personal and emotional issues. This means constantly monitoring students' welfare and trying to anticipate potential issues before they happen, which may include homesickness, depression, isolation, loneliness, health problems, and abuse of alcohol and drugs. The FD and PF should meet at least once per week to review the program and discuss students' acclimation to the study abroad experience. Students should be advised to look out for one another and to never travel alone.

The FD is also responsible for insuring that all contractual agreements between GCC and the vendor(s) are being followed and adhered to. This includes accommodations, transportation, classroom facilities, and included activities. If there are any discrepancies, the FD should contact the Study Abroad Director.

VII. STUDENT DISCIPLINE

Disruptive student behavior is the most certain way to derail a program: as such, maintaining student discipline is one of the most important roles of the FD and PF. Before departure, the Study Abroad Director will begin norming expectations at the orientation. The FD and PF should aim to create a climate that insists upon strict discipline but also encourages constant communication between professors and students.

Historically, GCC has followed a "three strikes" rule:

- 1) In the event of an infraction of the Student Behavior Contract, the FD issues the student an oral warning.
- 2) In the event of a second infraction by a student or a very serious first infraction, the FD issues the student a written warning.
- 3) In the event of a third infraction or its equivalent by a student, the FD dismisses the student from the program. As stated in the Student Behavior Contract, the student must immediately return to the United States at their own expense.

When in doubt, consult with the Study Abroad Director to discuss disciplinary measures. The Student Behavior Contract that students sign as part of the participation in the program is duplicated in Appendix C.

VIII. STUDENT ILLNESS

Illness is unfortunately a common occurrence in study abroad, for reasons of lack of sleep, travel in close quarters, and exposure to new elements. The FD should at all times know the locations of the nearest hospital, physician, and pharmacy. Students should be constantly encouraged to wear masks where advisable, to get plenty of rest, and to stay hydrated.

Student health should always be prioritized. As such, students feeling unwell should be encouraged to rest and, if necessary, quarantine (upon consultation with medical authorities). The FD and PF should not immediately doubt a student who claims sickness; although context obviously matters, faculty should exercise best judgment. Students are responsible for any expenses accrued due a quarantine.

Program faculty should not buy any medicines for sick students because of liability concerns (e.g., a student might have an adverse reaction to something). The FD should assist the affected student in finding transportation to the necessary medical resources.

IX. EMERGENCY POLICIES

Consult the Emergency Management Procedures handbook in the unfortunate event of serious injury or illness, criminal acts, natural disasters, and acts of terrorism or war. For convenience, a précis is provided in Appendix D.

X. POST-PROGRAM REPORT

Faculty feedback has been essential for refining and improving study abroad programs over the years: we don't want to lose this experiential and institutional knowledge! The FD, with the assistance of the PF, must submit a debrief report no later than 60 days upon the end of the program. The debrief should include:

- what worked and didn't work, discussing curricula, field activities, accommodations, classroom facilities, scheduling decisions, and other relevant aspects of the program.

- what can be improved: suggestions for future programs in your geographic region or elsewhere in the world.
- a final budget.
- responses to student survey data, provided by the Study Abroad Director within 30 days of the program's conclusion.

APPENDIX B: INDEPENDENT TRAVEL FORM

Glendale Community College Study Abroad Program
Independent Travel Waiver and Release

This form is to be completed by all participants traveling independently before, during, and after the program start and end dates. This includes those traveling independently on weekends during the program, as well as those staying after the program end date to continue their travels.

I, _____ am a participant in the Glendale Community College
(First and Last Name)

Study Abroad Program to _____ during _____.
(Location) (Term/Year).

Should I travel independently on weekends I shall continue to monitor the pre-established group messaging service to remain in contact with the Program Director and faculty. Additionally, I will notify the Program Director and faculty of my travel plans and provide them with the following details prior to each independent trip or excursion.

1. My working phone number (local SIM card number and US phone number)
2. My travel itinerary and method of travel (including train or flight numbers)
3. My accommodations
4. My anticipated return time to the program accommodations

Upon my return to the group accommodations I will notify the Program Director and faculty of my safe return and/or of any significant issues of concern to my safety or well-being. Failure to notify the Program Director and faculty in writing and in advance of your independent travel plans may result in disciplinary action.

While traveling independently I assume full responsibility for my well-being, safety, health, and welfare. I acknowledge and understand that I will not be under the supervision and direction of the GCC representative during these independent travels and hereby release and discharge and agree to hold harmless the Program Director and faculty, the District's governing board ("the Board"), the College, and each of their trustees, employees, agents, and representatives from any and all liability and legal obligations regarding my own personal welfare. Said release also shall bind those heirs, executors, administrators, and assigns who might benefit from my well-being.

I have reviewed and considered the seriousness of the consequences of this statement and agree to and intend to be bound by this statement.

 Print name

 Signature

 Date

APPENDIX C: STUDENT BEHAVIOR CONTRACT (from the release packet signed by students)

While on this Study Abroad Program (“Program”), whether participating in Program-related activities or spending time on my own, I will follow the Glendale Community College District’s (“District”) Standards of Student Conduct (including as set forth in District Administrative Regulation 5500), the Student Conduct Policy located at <https://www.glendale.edu/students/student-policies/student-conduct-policy>, all applicable District rules, regulations, and policies, all applicable state, federal, and local laws and rules, including those set forth in the Program’s location. I further agree to the following:

1. I shall avoid cheating or plagiarism; any disruption or obstruction of teaching, assault, battery, or any other abusive behavior, violating the judicial or statutory standards of obscenity, or indecent conduct.
2. I shall avoid using, possessing, or distributing narcotics or other illegal substances.
3. I shall avoid using, possessing, or distributing legally controlled substances.
4. I shall avoid using, possessing, or distributing firearms, explosives, weapons, or dangerous chemicals.
5. If consuming alcoholic beverages, I shall adhere to the legal drinking age of the country I am in. I shall limit myself to amounts of alcoholic consumption that will not impair my judgment and lead to improper social behavior, disregard for local laws, or disruption of the academic program. I shall not provide alcohol to anyone else.
6. I shall be aware that I am a guest in a foreign country and shall adjust my behavior to reveal respect for my hosts.
7. I am aware that this is a college study Program and I must participate in the academic portion of the program. Failure to do so will result in my removal from the Program and return to the USA at my own expense.
8. I shall observe the governing laws of both the host country and those of the District, as this is a travel-study program.
9. At all times I shall obey and respect official authorities and persons performing the duties of their employment (e.g., police, bus drivers, tour guides, hotel managers, restaurant waiters, etc., including your GCC professors).
10. I shall comply with the directions of the director, teacher(s), and contractor representatives in the Program, including as required by District Administrative Regulations 5520 and 5500.

I understand that any infraction of the standards as stated above may lead to disciplinary action by the District and / or the director of the Program. Major or repeated disregard of these policies as determined by the Program instructors and Director may lead to expulsion from the Program and forced return to the United States at my own expense.

Additionally, I understand I am encouraged to notify the Program faculty and Program director in a timely manner should I encounter issues of concern related to my health, wellbeing and/or safety. This includes issues of sexual harassment and sexual abuse as set forth in the Prohibition of Harassment Policy available at <https://www.glendale.edu/students/student-policies/prohibition-of-harassment-policy>.

APPENDIX D: EMERGENCY MANAGEMENT PROCEDURES PRÉCIS

Travel Insurance: All GCC study abroad programs shall purchase travel insurance. At a minimum, policies should include \$100,000 in emergency medical coverage and \$200,000 in emergency evacuation coverage. Some policies offer ‘primary coverage’ options, which means you apply for reimbursement from the travel insurance company before asking your regular health insurance company. No matter the situation or choices, everyone participating on or accompanying a GCC study abroad program must have an active travel insurance policy covering emergency medical & emergency evacuation for the duration of their travels.

Immunizations: In the months prior to departure, check with your medical provider and the website of the U.S. Centers for Disease Control & Prevention (CDC) for the recommended immunizations and medications for the country you will travel to. Make sure to follow these recommendations before, during and after your travels.

Communications: All participants should use a communication application such as WhatsApp or GroupMe and join a designated “group” established by the program instructors. This group should commence prior to departure and be utilized to share program details, daily itineraries, etc., and to communicate within the group on a daily basis. This can also be the primary method of communication in case of an emergency.

US State Department Smart Traveler Enrollment Program (STEP): All participants should enroll in the free Smart Traveler Enrollment Program (STEP). This allows U.S. citizens and nationals traveling abroad to enroll their trip details with the nearest U.S. Embassy or Consulate so that they can receive important information about safety conditions that may impact travel plans. Enrolling can also help the U.S. Embassy, friends and family contact you in an emergency. Enroll for free at <https://step.state.gov/>

On-Site Orientation: An on-site orientation should be held within the first day of arriving in each of the program destinations or cities. The orientation should identify the location(s) of nearby pharmacies, supermarkets, clinics and hospitals. The orientation should also identify how and where to reach the program instructors in case of an emergency, where/when to meet with instructors for non-emergency issues, and the designated emergency assembly point in case of fire or natural disaster.

Medical Emergencies: In case of medical emergencies, the first steps should always be to:

1. Remove students and faculty from the immediate danger
 2. Seek medical assistance from the closest medical facility or ambulance
 3. Contact the GCC Study Abroad Director, who will bring together appropriate emergency personnel at GCC.
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