

WINTER 2028 STUDY ABROAD APPLICATION

I. BASICS

1. Location(s) (Country + Cities)

2. Faculty Director¹ _____

Division/Department _____

Will you be tenured by the time this program departs? _____

3. Program Faculty² _____

Division/Department _____

Describe your current employment status at GCC (e.g., full-time tenured, full-time non-tenured, part-time): _____

4. Program Length (number of weeks, specifying any time on GCC's campus as well as how long in each proposed location)

¹ Must be full-time at GCC and have experience with GCC study abroad.

² If a third faculty member is attached to the proposal, explain in section IV.2 why this additional faculty member is necessary (i.e., how he/she/they justifies the additional costs to students): how he/she/they will enrich the program as well as how, in the event he/she/they teaches a third course, you will ensure that this course attracts a sufficient number of students to enroll (i.e., how this course will have 15 students). Attach an additional sheet for additional information relevant to sections I.6, II.3, II.4, III (all), and V (all).

5. Classes offered:

Course Number	Units	Course Title	Instructor

6. List your current FSAs which relate to the program.

Director: _____

Program Faculty: _____

II. EXPLANATION

1. Provide a description of how the proposed academic program is relevant to the area(s) visited and how coursework and fieldwork will be used to create the study abroad experience. Include specific ideas for activities and/or assessments.

2. Explain how the class(es) you are proposing will enrich the student's experience in the target region(s).

3. Indicate any significant experience you have had in the target country or geographical area, including language proficiency.

Director:

Program Faculty:

4. Indicate any experience you have had in developing and/or leading travel/study programs or related activities, including programs not affiliated with Glendale Community College.

Director:

Program Faculty:

5. Specify where classes ought to be taught (e.g., university, hotel conference room, museum).

6. Estimated cost to students based on 24 paying students³: \$ _____
It is based on (specify how you arrived at this figure):

³ Consult with the Study Abroad Director for help with estimations

7. What evidence of student interest do you have for the program and/or classes you are proposing?

III. Pre-Planning

1. We understand the following rules and procedures and abide by the following conditions, reflected by our signatures below:

a) **What are my teaching responsibilities while abroad?** You must meet all academic and time requirements of the course as taught on campus in addition to including local opportunities to enhance student learning.

b) **Other than teaching, what must I do?**

Director: you must coordinate class times and field excursions with your program colleague(s) and (if applicable) vendor and assist with program logistics on all levels. You must attend all excursions which are listed as part of the program and contribute to maintaining a healthy psychological and pedagogical atmosphere within the group. Daily meetings with program faculty and the vendor are recommended to help ensure program cohesion and increase communication on all levels. Managing student conflicts and emergencies, including health issues, are also the responsibility of the faculty director. Logistically, you must maintain a program budget and retain all receipts. Regular communication with the Study Abroad Director is necessary for all issues of potential concern. At the end of the program, you will submit a post-program report that evaluates the program.

Program Faculty: you must attend all excursions which are listed as part of the program, assist the faculty director when needed in all aspects of the program, and contribute to maintaining a healthy psychological and pedagogical atmosphere within the group. You must help coordinate class times and excursions with your program director (and, if applicable, vendor) and assist with program logistics on all levels. Daily meetings with the program director and vendor are recommended to help ensure program cohesion and increase communication on all levels. Assisting with the management of student conflicts and emergencies are also the responsibility of the program faculty. Regular communication with the Study Abroad Director is necessary for all issues of potential concern. At the end of the program, you will assist the faculty director in submitting a post-program report.

c) **What are my responsibilities before leaving?** In one word: RECRUIT! Actually, you must work cooperatively with all your colleagues in the study abroad program to make the program a success. In particular, you are expected to make personal visitations to as many classes as possible, host slide shows and orientation sessions, and be available to meet with interested students in order to make a successful program. *Again, it is the program faculty that are the prime agents for marketing the program.* The Study Abroad Office is here to assist.

d) **What do I get for all of the above and how do I get paid?** You receive airfare, accommodations, all program inclusions, and an unforgettable life experience! Additionally, you will receive your compensation as you would if you were to teach your class(es) on campus during the same session and, in the case of the program director, additional units for performing the role of director. For more specifics, please check with your division chairperson and the Study Abroad Director.

e) **Who approves my application to teach abroad?** You must obtain the approval of your division for your participation and the classes you want to teach. Each division has their own process for their faculty, but your division chair must ultimately sign off on it. *It is strongly encouraged that you contact your division chairperson at least one week before submitting this application.* The application is then presented for approval first to the Study Abroad Committee and then to Academic Affairs. The final approval is up to the administration.

f) **I want to apply, where do I begin?** Your first step is to informally meet with the Study Abroad Director to go over your plans, timetable, and other requirements. Once the application is completed it is presented to the Study Abroad Committee.

Director: _____ Date: _____
 (signature)

Program Faculty: _____ Date: _____
 (signature)

2. In your opinion, what will be expected from you in your respective role?

Director:

Program Faculty:

3. In your opinion, what will be the biggest challenges you will face in your respective role?
How do you anticipate meeting the abovementioned challenges?

Director:

Program Faculty:

IV. ADDITIONAL

1. Are there any special requirements that we need to consider while evaluating this application?

2. Is there anything else that the Study Abroad Committee ought to know about and consider in evaluating your proposal?

V. SIGNATURES & CONTACT INFORMATION

1. E-mail Addresses

Director: _____

Program Faculty: _____

2. Cell or Home or Office Telephone Number

Director: _____

Program Faculty: _____

3. Approval by Division Chairpersons

I have read and discussed the proposal with the relevant instructor and acknowledge that, if the proposal is approved by the Study Abroad Committee, the division will support the offering of the stated program and classes by the instructor.

Director's Chairperson:

(signature) Date: _____

Program Faculty's Chairperson:

(signature) Date: _____

4. Acknowledgements

- a) At least one of the proposers has contacted the Study Abroad Director prior to submitting this proposal. Yes No

(Initial)

- b) If approved, I am ready and willing to take all necessary steps to advertise this program.

Director: Yes No

(Initial)

Program Faculty: Yes No

(Initial)

- c) If approved, I will do my utmost to fulfill the requirements of my role, including maintaining consistent communication with the Study Abroad Director and my fellow faculty before and during the program.

Director: Yes No

(Initial)

Program Faculty: Yes No

(Initial)

5. Signatures: I am in support with the above-mentioned proposal and, if approved, will do my best to make this program a success in accordance with this proposal.

Director:

(signature)

Date: _____

Program Faculty:

(signature)

Date: _____