

FACULTY APPLICATION PACKET FOR STUDY ABROAD

Teaching in the Study Abroad Program

As a faculty member in the Study Abroad program, you will be privileged to share your knowledge with students in a location outside of the United States that will enhance the subjects you teach. This carries great joy but also great responsibility. Below, you will find some general comments on issues faculty raise (or should raise) before embarking on such an adventure.

- 1. What are my teaching responsibilities while abroad?** You must meet all intellectual and time requirements of the course as taught on campus in addition to including local opportunities to enhance student learning.
- 2. Other than teaching, what must I do?** You must attend all field experiences and 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 tour operator, and assist with program logistics on all levels. Daily meetings with the program director and the tour operator representative are recommended to help ensure program cohesion and increase communication on all levels. Assisting with the management of student conflicts and student health issues are also the responsibility of the program faculty. Regular communication with the Study Abroad Director is necessary for all issues of potential concern.
- 3. 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.
- 4. What do I get for all of the above?** Your teaching salary, an expense-paid trip and an unforgettable life experience!
- 5. How do I get paid?** You will receive your compensation as you would if you were to teach your course(s) on campus during the same session. For more specifics, please check with your division chairperson.
- 6. Who approves my application to teach abroad?** You must obtain the approval of your division for your participation and the courses you want to teach (see last page). Each division has their own process for their faculty and your division chair must sign off on it. After that it is presented for approval first to the study abroad committee and then to academic affairs. The final approval is up to the administration.
- 7. 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 by you and the director feels it is ready, it is presented to the study abroad committee. You will have a chance to personally explain it at a formal meeting of the committee.

I have read the above and agree to abide by the stated conditions

Name _____ Signature _____ Date _____

PLEASE TYPE OR USE BLOCK LETTERS ONLY

Glendale Community College

Faculty Application for Study Abroad Program

Name _____ Date _____

College telephone # _____ Fax _____

E-mail address _____ Cell _____

Home address _____ Home Telephone _____

1. During which session and year do you propose to go abroad? (Check)

☐ Fall ☐ Winter ☐ Spring ☐ Summer Year _____

2. List all classes to be taught, including the course name and number, units, title of course, and your name:

Course Name & Number	Units	Title	Instructor

3. Please write a description of how your proposed courses are relevant to the area(s) visited and how they will be used to create the study abroad experience. (The wording will help form the basis for publicity and brochure copy.) If you need more space, attach a separate sheet.

4. Your estimate of the trip's cost to students: \$_____

It is based on (specify):_____

5. Specific(s) where you prefer class(es) to be taught:_____

6. Please list your current FSA's which allow you to teach at the community college:

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

8. Indicate any experience you have had in developing and/or leading travel/study programs or related activities:

9. What special abilities or trait would you bring to the program?

10. Explain how the class(es) you are proposing will enrich the student's intellectual experience in the target country(ies)?

11. What evidence of student interest do you have for the program and classes you are proposing

12. How do you plan to incorporate the program experiences into your teaching when you return?

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

14. What do you anticipate will be the biggest challenges you would face as a faculty member of a study abroad program? What approach(es) will you take to meet them?

15. If you are proposing a program in a country where English is not widely spoken and you do not speak the native language, how do you plan to fulfill the role as director that require communicating with non-English speakers?

ACKNOWLEDGEMENT/APPROVAL BY DIVISION CHAIRPERSON

I have read and discussed the Study Abroad proposal with the instructor and acknowledge that, if the proposal is approved by the Study Abroad Governance Committee, the division will support the offering of the stated program and courses by the instructor. Also, note below my additional suggestions and comments regarding the proposed program or any other matter affecting the proposal for consideration by the Study Abroad Committee.

Program Proposed _____

Instructor's Signature _____ Date _____

Division Chair's Signature _____ Date _____

Notice to Adjunct Faculty Applicants: Adjunct faculty members may apply for study abroad programs and approval by the study abroad committee constitutes a good faith effort to offer the program; however, an actual contract to teach can only be issued by the district closer to the time of the program.

For Division Chairs

The division of _____ will support offering _____ (course(s)) for _____ (total # units) for the _____ (session) from our current allotment of FTEF.

Division Chair's Signature _____ Date _____

