Faculty-Led Education Abroad Courses
Occidental College
POLICY AND PROCEDURES
ACADEMIC POLICY

1. As a member of the Forum on Education Abroad, the College adheres to the Standards of Good Practice for Short-term Education Abroad Programs.

2. Education abroad courses are defined as a 4 unit course conducted on-campus during the semester covering a minimum of 60-80% of the academic content plus an academic international travel component conducted following the end of the academic term to complete the course material, such as:
   A. spring semester course followed by a 3-4 week summer travel component,
   B. fall semester course followed by a 3 week January travel component,
   C. other formats as approved by the College.

3. Travel components must be integral to the course content such that the travel contributes to the total academic material and extends the Occidental curriculum. The course should not replicate one that could otherwise be taught on campus.

4. Together, the on- and off-campus components of the course requires 45 pedagogical contact hours with academic content directly related to the approved theme of the program including historical, sociological, and cultural background materials as appropriate to the academic discipline of the course. Delivery formats may include project-based work abroad including guided student research projects, service-learning, studio, lab or field work. Non-academic activities, social time, and in-country travel time are excluded.

5. The course will be counted in the regular year teaching load of the faculty member. No additional salary is associated with this teaching format. See Financial Procedures #1 regarding the course development stipend for new courses.

6. Minimum enrollment is twelve or higher depending on in-country partner requirements and/or financial viability.

7. One faculty member teaches the course. Team teaching is defined as more than one faculty member offering a separate course for the same program each of which meets or exceeds the enrolled student minimum.

8. Courses are intended to be sustainable and integral to the department curriculum. The Department Chair must endorse the medium-term viability of the course within department priorities and commit to staffing the course (including alternate instructors) without replacement salary. Courses usually repeat alternate years 3 or more times.

9. Participants receive a “Course in Progress” grade at the end of the semester. At the end of the international field component and once all the coursework is completed, directors post the final grades with the Registrar.

10. In a collaborative process the International Programs Committee (IPC), the Academic Planning Committee (APC), and the Dean consider new and repeat course proposals submitted by the published deadlines. Final approval is granted by the Dean.

11. IPC/APC shall endeavor to recommend for approval by the Dean a balanced set of courses to reflect a diversity of disciplines, regional geography, variety in eligibility requirements, such as language, and in accordance with the strategic goals of the College.

12. Approved courses are subject to College policies and practices including IPO policy and procedures governing faculty-led courses abroad.

13. Substantive course/itinerary changes such as changes in location, teaching faculty or theme are not permitted after a proposal has been approved by the International Programs Committee unless health, safety or other circumstances require. Substantive changes must be filed with IPO and approved by the IPC and the Dean of the College.
14. Pre-departure preparation must include logistical information, development of group cohesion, an introduction to the culture of the country, specific on-site safety, and the regulations to be followed while abroad. So that faculty may focus primarily on teaching and learning and to limit institutional exposure, the College will by policy contract with organizations, universities, agents or companies who can provide in-country logistics, academic content and resources and crisis management. Faculty may not serve as travel agents. Potential conflicts of interest with these entities must be disclosed in advance. See Administrative Procedures, #5.

15. Courses may repeat as approved through the process described herein only if in compliance with all procedures and policies and if course evaluations and IPO program evaluations are strong. Weaknesses in implementation or identified in course evaluations must be addressed in the proposal to repeat the course.

FINANCIAL PROCEDURES

1. IPO provides course development stipends to each faculty member whose NEW proposal is approved through the regular process ($1,500 for courses operating in AY 2015-2016). Stipends are awarded at the time the course is approved and are intended to compensate for the additional effort of designing and launching a new course. Repeat course directors are not eligible for this stipend.

2. Participants pay flat-rate tuition plus a program fee for additional costs incurred by participating during the semester of the on-campus course. Financial aid will be adjusted accordingly.

3. IPO maintains a pool of need-based scholarships for participants. Following College policy, Financial Aid offers loans (50% of published program fee plus out of pocket expenses) and IPO provides 50% scholarships to meet the full need of qualified participants.

4. Approved participants who accept their place in the course by the published commitment date will be charged a non-refundable commitment deposit ($500) in the first student accounts billing cycle prior to the start of the semester course.

5. Each course will operate out of a restricted IPO account in accordance with College practices. Money in the account pays for all program expenses.

6. All receipts and a travel expense report must be completed within 6 weeks of course completion in order to facilitate reimbursement and to justify the expenses covered by a travel advance. A written statement which includes the date, amount, and the nature of the expense may be required. Reimbursement will be permitted as long as the expense is co-signed by IPO.

7. Since the course account is self-funding, a course director who overspends an advance will only be issued a check for the difference if there are sufficient funds remaining in the program account. If a travel advance was under-spent, the remaining balance must be repaid to the program account.

ADMINISTRATIVE PROCEDURES

1. A second faculty or staff member will accompany the group, even if this is not part of the curricular design of the course unless there is an IPO approved in-country partner contracted to provide comprehensive crisis response. The expenses for a second faculty or staff member will be included in the overall student program fee.

2. All participants must complete mandatory IPO paperwork in order to participate in the travel component. It is the course director’s responsibility to ensure that all participants have completed this by the published deadlines.

3. College policy prohibits travel to destinations that are under a US Department of State travel warning or under other conditions not conducive to the safe and orderly conduct of the course. Directors who wish to seek exception to this policy must do so in writing to the Dean.
4. Faculty directors are primarily responsible to recruit participants in time for course pre-registration through class visits and information sessions. IPO provides web presence and other administrative support.

5. The College will contract with lawfully constituted, full-service in-country program facilitation organizations who will provide essential access to academic resources (speakers, guides, academic facilities, libraries, labs, studios, historic and cultural sites) and that will assume primary responsibility for all fundamental program logistics such as housing, in-country transportation, some meals, etc. In engaging such organizations, IPO and faculty directors shall reasonably investigate partners to ensure that they follow local host country law and Occidental standards including employment, visa, registration, tax, insurance, and contract issues. The College shall seek to engage the services of legitimate, licensed, insured, and bonded agents, entities, tour guides, etc. as US independent contractor laws do not apply overseas.

6. Due to the demands of leading a course abroad and to limit institutional exposure, directors may not include guests (i.e. family, partner, friends, colleagues, etc.) in the course.

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Faculty-Led Education Abroad Courses

Occidental College

COURSE PROPOSAL GUIDELINES

Occidental College encourages faculty-led education abroad courses as a dynamic extension of the curriculum. These courses challenge students to test theories and concepts in a dynamic intercultural setting. On a carefully organized and intentionally designed course, faculty directors frequently find teaching “in-situ” to be some of their most stimulating and deeply rewarding teaching and learning experiences. Delivery formats may include project-based work abroad including guided student research projects, service learning, studio, lab or field work.

The criteria applied in evaluating proposals are academic quality, student costs, impact on existing programs, administrative efficiency, financial solvency, and student health and safety. Proposals are typically prepared by one or more faculty members with assistance from the International Programs Office (IPO) and their home department(s). Participation in workshops on study abroad course development, such as Faculty Learning Communities, results in stronger proposals.

Submit complete draft proposals to the Department Chair and IPO for review no later than 30 days prior to the International Programs Committee deadline. First the International Programs Committee and then Academic Planning Committee review final, complete proposals according to the criteria, above. IPC and APC recommendations are forwarded to the Dean of the College for evaluation and final approval. The College shall endeavor to offer a balanced set of courses to reflect the strategic direction of the College and a diversity of disciplines, regional geography and variety in eligibility requirements such as language.

PROPOSAL DEVELOPMENT

Advance planning and collaboration with IPO is essential. Begin planning 15 months in advance of the projected start of the on-campus component. Seek feedback from the Dean, Department Chair and IPO early to increase course viability. Complete draft proposals may be submitted at any time to the IPO. They should be submitted in electronic format (as attached files to an email). Estimated time for review and feedback is approximately 30 days. Course directors should consider the time required to develop a sound proposal, obtain necessary course approval, guarantees of financial support, and necessary logistical arrangements both on-campus and overseas prior to submitting a draft proposal.

TIMELINE

Fall or Spring semester – Attend a proposal development workshop (or FLC) and meet with IPO to discuss your plans.
Summer – Work with IPO to prepare a “REQUEST FOR PROPOSALS” to Occidental’s program partners such as IES, CIEE, or other appropriate organization.
September 1 – Submit a complete draft to IPO for final review and corrections prior to the October 1 deadline.
Staff cannot endorse proposals without comprehensive collaboration and review.

FINAL PROPOSAL

Due to IPC/APC on October 1 annually for operation in the following academic year, summer inclusive.

PROPOSAL ELEMENTS (required):

1. A cover page (included in this document)
2. Proposal Form (included in this document) of program, demonstrating the major criteria listed above signed by IPO and the Department Chair.
3. Syllabus (for each course) that also includes the schedule and a separate itinerary including a map for the overseas program, on-site activities and speakers/lecturers. Indicate the number of hours and content of both the Occidental campus and overseas portions.
4. Proposed program budget developed with IPO oversight using the IPO budget template.
5. A **Core Curriculum Course Review** (form attached) ONLY if the course is intended to be offered as CORE course. Allow sufficient time for this. It requires the review and signature of the Core Director.

6. **Endorsement by Department Chair** including the following information (an email to IPO Executive Director):
   - How the course fits into department offerings next year and subsequent years.
   - Verification that the chair and applicant have discussed the inclusion of this course in the individual’s and the department’s overall teaching grid.
   - Confirmation that whatever s/he normally teaches will be covered without additional teaching funds from the College.
   - Assessment of the long-term viability of the course. Is the department willing to offer this every 2 or 3 years? Could another faculty member take it over if the faculty member does not wish to teach it again?

7. A **map** of the country where the program will be located, with the destination(s) clearly marked. This is not necessary if overseas location is well known, such as the country capital.

8. **Repeat Course proposals** include the full, regular proposal and a detailed itemization of any changes, adjustments or improvements derived from direct experience, student evaluations and IPO feedback.
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COURSE PROPOSAL COVER PAGE

Due to APC/IPC via IPO Executive Director by OCTOBER 1 annually for the following academic year. All proposals will be reviewed by the International Programs Committee and Academic Planning Committee. Final approval is given by the Dean of the College.

Submission of Proposal: Proposals are to be submitted in electronic format (as files attached to an email).

Occidental FACULTY APPLICANT

Name _____ Title _____
Department _____ Campus Phone _____
Office Building and Room # _____ Email _____

ADDITIONAL PARTICIPATING OCCIDENTAL FACULTY

Name _____ Title _____
Department _____ Campus Phone _____
Office Building and Room # _____ Email _____

COURSE INFORMATION

Title _____ New or Repeat Course _____
Course Number/s _____
Cross-listed Course Title and Number/s (if applicable) _____
Program Fee (Cost to Student from IPO Budget Builder) _____
International Location/s (City, Country) _____
On-Campus Course Enrollment: Fall plus January travel [ ] Spring plus Summer travel [ ]
International Travel Dates: _____ to _____ Expected No. of Student Participants: _____
On-Campus Academic Contact Hours _____ International Academic Contact Hours _____
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COURSE PROPOSAL

1. Course Description
   a) Subject matter

   b) Course relevancy to College and departmental learning outcomes and plan for assessment.

      1) How does the course serve the discipline and/or core? Include its fit into major requirements or electives and a list of all course prerequisites.

      2) Specify the minimum and desirable student qualifications for participation in this course.

   c) Elaborate on and describe the number of pedagogical contact hours taught on campus during the 1) pre-departure phase and 2) in-country phase indicated on the cover sheet.

   d) Justification of course location

2. Relevant Qualifications of the Program Director/Co-Leaders/Additional Teaching Faculty
   Describe prior experience in the host country/region and in teaching and scholarship. Describe relevant language competency or plans for managing language barriers. Include the degree credentials of all teaching faculty.
3. **Field Experiences and Guest Lectures**

Provide an overview of:

a) Field-trips

b) Host-country lecturers/experts

c) Aspects of the host culture and environment including their complement to and integration into the program

d) Indicate the nature and level of contacts already made

e) Provide the general credentials of host-country faculty/lecturers

4. **In-Country Partners**

Justify the selection of chosen in-country providers/partners. Include their background, indicate whether they have a lawful presence in-country and indicate any of their prior involvement in previous education abroad courses. Disclose any potential conflicts of interest with these providers/partners.

5. **Intercultural Learning**

Describe how students’ intercultural learning will be facilitated. Areas of growth and change frequently acquired through an intercultural experience\(^1\) include intercultural knowledge and sensitivity or global issues-awareness. Intercultural competence\(^2\) outcomes could include:

- The capacity to recognize our global interconnectedness politically, economically, socially, and ecologically;
- The capacity to respect difference;
- The ability to see an issue from multiple perspectives.

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\(^1\) Roberto Ruffino, *What Do We Mean by Intercultural Learning?*

6. **Health and Safety**
Provide a brief description of the program environment and logistical arrangements which addresses issues of health, safety and security of participants. Indicate required/recommended vaccinations, housing, security, and/or transportation risks.

7. **In-Country Logistical Arrangements**
Give a description of in-country logistical arrangements, including student housing and meals, classrooms, local transportation and educational excursions. Indicate whether visas are required for US citizens, and if applicable, international participants.

8. **Student Enrollment/Program Marketing**
Estimate expected student enrollment. Identify who will have primary responsibility for recruitment and provide a description of the recruitment plan.

9. **Student Orientation**
Describe the pre-departure and on-site preparation (practical and logistical) that participants will receive as well as the number of hours dedicated to this. Include any planned post-program activities/events designed to assist students in processing their study abroad experience.

**Agreement**
My signature below indicates that I have read and agree to conduct my course in accordance with the Education Abroad Course Policy & Procedures. Further, I understand and accept that 1) the College and the Dean reserve the right to cancel programs, and 2) directing a course abroad is neither a right nor a requirement of my employment at Occidental College.

*My typed name in the box below indicates my signature.*

☐ Yes, I AGREE

Signature _______ Date
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CORE APPROVAL

If applicable, submit this form to the Director of the Core along with the course proposal. Proposals cannot be considered without this determination included.

Explanation of Request

The following faculty member has submitted an education abroad course proposal and has stated that the course will be offered to meet a Core requirement. The International Programs Committee requests that it be reviewed to determine if it is an approved Core course.

Faculty:  
Program Title:  
Program Location:  
Proposed Course Listing Number:  

I have reviewed this proposal and determine that:

- It is approved as an Interdisciplinary Core course
- It does not meet the criteria of a Core course
- Further information is needed
- It requires review of the Core committee

My typed name in the box below indicates my signature. I AGREE

Director, Core  
Date

If applicable, include this form with your course proposal.