
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL EDUCATION

Reference:

Education Code Section 66015.7

International education should encourage programs that support learning about other cultures and global issues, such as:

- Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
- Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values.
- Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
- Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
- Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

Study Abroad Residency Courses

Proposal Approval Procedures

Any instructor who meets the minimum qualifications for the discipline and is employed by the District may submit to the appropriate department head for approval and a signature a proposal to offer a California Community Colleges Chancellor's Office approved transferable course in the study abroad mode.

Upon acceptance by the department head, the proposal shall be submitted by the instructor proposing the course to the current Study Abroad Coordinator by the appropriate deadline. The Study Abroad Coordinator shall then forward a copy of the proposals to the Study Abroad Committee members, the Vice President of Academic Affairs, and the appropriate dean.

The minimum class size for study abroad classes shall be either the same as similar classes scheduled on campus or large enough to cover the District's cost of offering the class. Exceptions may be made by the Vice President of Academic Affairs.

Publicity

All publicity and announcements relating to a credit study abroad program shall have the prior approval of the Study Abroad Coordinator in consultation with the appropriate department head and/or Instructional Dean and be reviewed by the Office of Public Affairs and Marketing. No marketing may occur prior to the final execution of the Contract between the District and the study abroad operator.

Mandatory Predeparture Orientation

Mandatory Predeparture Orientation is required for all study abroad programs. The instructor and a representative from the provider, in consultation with the Study Abroad Coordinator and Risk Services, will arrange and conduct this orientation. During the orientation meeting, the participants will be given information relevant to the trip, including class information, travel, housing, and other logistical arrangements.

Instructor Pay and Compensation

- A. Instructors shall be paid for a study abroad class at the same rate and in the same manner as if they taught the same course on campus.
- B. Any other compensation received by any employee directly from the travel provider must be disclosed in the bid proposal and final contract from the travel provider. Compensation from the travel provider shall be limited to an expense allowance for travel, lodging, baggage handling, and admissions. All other incentives (e.g., additional free airline tickets,

instructor be provided additional travel compensation for travel or accommodations (hotels, trains, flights, etc.) before or after the program.

Course Standards

Credit courses taught through the study abroad program shall be organized, taught, graded, and evaluated in compliance with approved District procedures and standards.

Travel Provider Performance

The travel provider's performance shall be evaluated by the instructor, the accompanying students, the Study Abroad Coordinator, and the Deputy Director of Purchasing and Contracts at the end of each program. The accompanying instructor must also submit a report to the Study Abroad Coordinator regarding the program outcome one month after the end of the program.

Also see BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education, BP 4026 Philosophy and Criteria for International Education, and BP/AP 4100 Graduation Requirements for Degrees and Certificates.

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(Replaces LBCC Administrative Regulation 4014)