

3
4 INTERNATIONAL EDUCATION PROGRAMS

5
6 A. Program Approval Procedures

- 7
8 1. There shall be a District Committee on International Education that will assist the
9 International Education Program in program approval. The committee shall consist
10 of five representatives appointed by the college president.
11
12 2. College credit travel/study programs will be offered by the Inter-national Education
13 Program (IEP).
14
15 3. Approved programs are to be interdisciplinary if appropriate and must comprise a
16 full course of study appropriate to the term(s) in which the program is offered.
17
18 4. All courses offered through the International Education Program shall be approved
19 by the Committee on International Education. The committee shall establish
20 application procedures with appropriate time lines and criteria for approval. A
21 program application, including a detailed itinerary and daily activities, shall be
22 submitted for consideration. Programs offering academic credit must conform to
23 approved course outlines, including written assignments and grading standards.
24 Academic programs shall offer classroom type instruction with standards equivalent
25 to on-campus classes.
26
27 5. Academic credit will be granted by CHC or SBVC.
28
29 6. Each travel/study program shall be approved by the Board.
30

31 B. Instructors

32 Selection of instructor leaders for travel/study programs shall be under the direction of the
33 Vice-President of Instruction. Criteria for selection as an instructor may include foreign
34 language proficiency and travel experience. Instructors/leaders shall be required to
35 participate in an orientation program for group leaders. Those persons lacking experience
36 as group leaders may be required by the Committee on International Education to
37 participate in an appropriate *training* course.
38

39 C. Contracting Agencies

40
41 Travel/study programs may be offered in conjunction with external contracting agencies.
42 Agencies must meet criteria established by the policy and procedures in regard to general
43 content of the program, financial obligations and arrangements, program costs, contingency
44 provisions for emergencies, scholarships for students, types and quality of transportation
45 provided, meals, housing and student conduct responsibilities, commitments to the specific
46 educational program, and evaluation of each program.
47

48 D. Funding

49
50 Travel/study programs may be funded by several means:

- 51
52 1. District funding for credit classes will be limited to instructor salary and such class
53 materials as shall be required. Students and instructors will assume their own travel
54 and living expenses.
55

- 56 2. External contractors may provide traveling and living expenses of instructors. Such
57 provisions shall be included in the executed contract between the District and
58 contractor.
59

60 **E. State Apportionment**

61
62 If the travel/study program is offered as a college credit class, state apportionment may be
63 claimed. No more contact hours may be generated than if the class was held on campus.
64 Complete and accurate records of attendance must be kept. All class records shall be
65 submitted within 10 days of the completion of the activity. The State Chancellor's office is
66 required to monitor and report on such programs each September.
67

68 **F. Financial Assistance**

69
70 The International Education Program will coordinate efforts to provide financial assistance to
71 qualified students wishing to enroll in travel/ study programs.
72

73 **G. Pre-departure Orientation**

74
75 Instructors/leaders will conduct a pre-departure orientation for each group. This orientation
76 will include academic and culture adjustment preparation so that students may more fully
77 benefit from their experience.
78

79 **H. Evaluation**

- 80
81 1. The instructor/leader will submit a written report and evaluation of the program to
82 the Committee on International Education within two weeks of the conclusion of the
83 program.
84
85 2. Participating students will complete an evaluation of the program to the Committee
86 on International Education within two weeks of the conclusion of the program.
87

88 **I. Indemnification**

- 89
90 1. Liability insurance shall be provided by all external contractors handling program
91 arrangements. A contractor shall provide the Office of Facilities
92 Planning/Administrative Services with a valid certificate of insurance for each
93 program naming the District as additional insured with a single limit of liability of not
94 less than \$1,000,000 with evidence that the policy covers the worldwide exposures
95 of the travel study program. The contractor shall also provide a hold harmless
96 agreement in a form determined by the District. The certificate shall be submitted
97 with the executed contract to the Office of Facilities Planning/Administrative
98 Services, San Bernardino Community College District, prior to commencement of
99 the program. All participating students shall be required by the contractor to secure
100 medical and accident insurance for their own protection in amounts specified by the
101 District. In addition, the contractor shall arrange for all medical and hospital
102 arrangements that may be required. The contractor shall make available to
103 participating students trip cancellation and baggage loss insurance.
104
105 2. All participating students shall complete a District "Field Trip and Travel Study
106 Program Release" form holding the District harmless from any claims arising out of
107 or resulting from the student's participation. The signature of a parent or legal
108 guardian is required for minors.
109

110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165

3. Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

J. Privately Sponsored Travel Programs

Announcements to privately sponsored travel programs in which a District employee leads or participates shall not give the impression in any way that the program is sponsored by the District or College. Such announcements may be distributed or posted on campus or at any authorized District function only in accordance with rules established for other privately prepared announcements.