

**BP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL
EDUCATION**

Reference:

Education Code Section 66015.7

Recognizing the value of educational experiences in a foreign country, the Board of Trustees endorses and supports the concept of International Education. Students at Riverside Community College District will be provided the opportunity to study outside the United States through the International Education Program. This program will be conducted in accordance with District procedures.

Date Adopted: February 26, 2008
(Replaces Policy 5100)

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At the Riverside Community College District, International Education is designed in its broadest sense to include all programs, projects, studies, and activities that encourage an individual to learn, understand and care about the world beyond his or her community – and to transcend culturally conditioned, ethnocentric perspectives, perceptions and behaviors. The District is committed to a meaningful institutional stance based on the belief that International Education not only increases one's knowledge; it also enhances one's wisdom and affinity with humanity. To this end, the Riverside Community College District supports a global curriculum, the exchange of Californians, international students and scholars through the following:

- Courses of study in as many disciplines as possible across the curriculum that will increase students' understanding of global issues and cultural differences;
- Courses in languages other than English to educate students in effective communication in diverse cultures, as well as contributing to the enhancement of other societies' values, norms, and behaviors. RCCD presently offers language study in Russian, Korean, Spanish, Italian, French, Arabic, Japanese, Chinese, Latin, Portuguese and Ancient Greek;
- Opportunities for students in all majors to participate in academic study abroad programs to enrich their perspectives and personal development;
- Opportunities for domestic and international students to interact, share their cross-cultural views, perceptions, and experiences in educational settings;
- Cross-Cultural educational forums, such as Model United Nations that allow students to travel world-wide to participate in MUN competitions;
- Opportunities for music, dance and theatre programs to perform nationally and internationally.

For visiting international students and scholars, the Center for International Students and Programs carries out the following:

- Encourages the entrance of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people;
- Provides comprehensive support services through the International Center for all international visa students, including the federal Student and International Exchange Visitor Information Service (SEVIS);
- Provides for the international visa students services including orientations, academic counseling, specially designed Guidance 45 for College Success classes, American Classroom Culture ESL 65 classes, International Club, social and cultural programs;
- Organizes International Education Week programs and activities, including speakers, music, dance, nationality information booths, language booths, and other programs in which students, faculty and staff celebrate the international, multicultural community of RCCD;
- Facilitates international student participating in the community, such as volunteer work with Sister Cities and the annual Multicultural Festival;
- Provides opportunities for RCCD students from other countries to meet, work with and get to know California resident students and families;
- Facilitates faculty exchange and collaborative partnership programs with institutions in other countries;
- Supports collaborative research undertakings to address issues of global significance; and
- Recruits and retains the world's best and brightest faculty to educate California's students as globally competent citizens.

The International Education Study Abroad Program allows the student to follow a course of study that is tremendously enhanced by living and studying in a foreign land.

PROGRAM DEVELOPMENT

The following criteria are used in the development of a program in a foreign country:

1. There must be a substantial relationship between the destination or destinations and the content of the academic courses offered throughout the District.
2. Courses will be general education, transferable and interdisciplinary. They must be regularly offered college courses and comply with all state and local regulations. Credit course offerings specifically developed for International Education programs are not permitted.
3. Total class hours and academic content shall be comparable to the similar course given in a normal classroom setting.
4. The program curriculum must comprise a full course of study appropriate to the term that the program is offered. When appropriate, the courses taught should be enhanced by the location selection.

5. Programs must include pre-departure orientation sessions for students. These sessions will include academic and cultural adjustment preparation so that students may more fully benefit from their experience. Programs may meet for several sessions on campus in preparation before departure.
6. The Coordinator/Director of the program, in consultation with the Vice Chancellor of Educational Services, will determine program location(s) one year in advance. In determining the location(s), several factors will be taken into account such as student interest, faculty availability, international security issues and cost.
7. Once program location has been selected, the Coordinator/Director will work with the selected instructors to develop a detailed plan. The plan must include the following:
 - a. Program description
 - b. Instructors' qualifications
 - c. Proposed curriculum
 - d. Course scheduling
 - e. Program evaluation procedures
 - f. Plan for dissemination of program information to students, staff and the community
 - g. Program cost
 - h. Program implementation timeline
8. The final detailed plan will be submitted to the Vice Chancellor of Educational Services for approval.

INSTRUCTOR CRITERIA/SELECTION

A memo inviting instructors to apply for the program will be sent from the Office of International Education/Study Abroad. Applications submitted after the deadline stated in the memo will not be considered. All faculty applying for the program must advise their department chairperson of their application and subsequent interview for the particular semester, or summer, for which they have applied. In addition, the applicant must obtain a Letter of Endorsement from their College President, or designee.

Criteria

Instruction selection criteria will include, but is not limited to, the following:

1. Instructors must be tenured, full-time or faculty emeriti, and credentialed in the course disciplines to be offered by the program that he/she proposes to teach.
2. Instructors must be willing to accept added responsibility for students at a foreign study site.

3. Instructors must have the appropriate academic expertise and be willing to assume responsibilities associated with the administration and the delivery of the program at a foreign site.
4. The individual's experience with the dynamics of group interaction, and the ability to work closely and cooperatively with another colleague, is paramount.

Selection

Selection of instructors for the program will be conducted by a Faculty Selection Committee, which will consist of at least five members and shall include a representative of the Academic Senate, a representative of the Curriculum Committee, representatives from all three colleges, and preferably at least two faculty who have prior study abroad program experience.

The selection committee will have the responsibility of reviewing the applications, and making recommendations to the Coordinator/Director of the Office of International Education/Study Abroad. The Coordinator/Director will make recommendations to the Vice Chancellor of Educational Services, who, after consultation with the college President, will make the final selection.

Members of the Committee are not eligible to submit proposals.

INSTRUCTOR RESPONSIBILITIES

While abroad, the instructor will teach his/her assigned teaching load and have additional non-academic responsibilities to coordinate local travel and study excursions.

Academic

1. The instructors will be responsible for development and coordination of activities in connection with the detailed planning of the academic component of the program and its implementation.
2. Teach the approved class content to the registered class members.
3. To ensure that the amount of work asked of the students is consistent with the work expected in the usual classroom situation.
4. The preparation of objectives, development of instructional strategies and selection of appropriate assessment techniques.
5. Encourage the students to use non-class time to complement the course content. Prior to departure, the instructors shall encourage the students to spend time researching the area in which they will be traveling. Additionally, the instructors

will inform class members of available cultural events when in the foreign study site.

Non-Academic

1. Instructors must understand their expanded role in relationship to the program participants. The instructors must be capable of dealing with problem behavior, medical emergencies, travel disruptions, unforeseen expenses and other situations not normally encountered in a regular classroom.
2. Instructors shall attend all pre-departure meetings offered by the office of International Education/Study Abroad to increase their awareness of logistical issues concerning travel, appropriate clothing, housing, money exchange, weather, customs, packing, local mores, etc., thus giving the instructors, as well as student participants, the opportunity to better adjust to, and prepare for, the travel experience.
3. During the semester prior to study abroad program, the instructors will participate in the recruitment of students, dissemination of information concerning the academic component at orientation meetings, and advisement of program participants on course requirements.
4. The instructor shall make it clear to the class members that he/she is available for advice and general problem solving and encourage all class members to discuss any questions and concerns as they arise.
5. In case of medical emergencies or accidents involving a member of the class, the instructor's primary responsibility is to the entire class. Normally, the instructors shall stay with the group while a designated overseas assistant or an individual from our educational services organization transports or accompanies the ailing or injured participant to safety or the nearest facility. The instructors will notify the Educational Services Contractor in the foreign study site and, as soon as feasible, the office of International Education/Study Abroad in Riverside.

STUDENT PARTICIPATION AND SELECTION

1. Students will be encouraged to enroll in 12 units for a semester length program. Other requirements for minimum units will be established depending on the length of the program (e.g. summer classes). Information on the Program will be disseminated to interested students.
2. Procedures for student participation will include the following:
 - a. Submittal of an application to the Office of International Education/Study Abroad. Students must be in good standing with the college. Students from other community colleges and four-year institutions are welcome.

- b. A pre-registration conference with each student.
3. Students will be notified in writing of their status in the program.
4. Student will be required to sign a statement acknowledging an understanding of the terms and conditions for participation.
5. Participants will be required to sign a District Waiver holding the District harmless for any and all problems or losses arising from the occasion of, or failure to provide, non-instructional services by a travel contractor.

EDUCATIONAL SERVICES CONTRACTORS (ESC)

All programs will use an ESC for non-instructional services.

Requests for Proposals will be developed by the Office of International Education/Study Abroad and sent to prospective contractors. The ESC for the travel program shall be selected by the program coordinator, with approval by the Vice Chancellor of Educational Services.

Contractors must:

1. Be appropriately licensed and insured for providing services for, and be experienced in working with college-level educational travel/study programs.
2. Provide references from educational institutions.
3. Inform the Office of International Education/Study Abroad of all services and/or payments provided to the instructors and assistants.
4. Require and confirm that all participants have secured accident insurance coverage for the period of the program prior to the scheduled departure date. The accident insurance plan shall require prior approval of the District.
5. Hold harmless and indemnify the District, its Board of Trustees, its officers and employees or agents, from every liability, claim, or demand which may be made by reason of:
 - a. Any injury to person or property sustained by the Contractor or by any person, firm, or corporation, employed directly or indirectly by it, upon, or in connection with, its services under this contract, however caused.
 - b. Any injury to person or property sustained by any person, firm or corporation, caused by any act, neglect, default, or omission of the

Contractor or any person, firm, or corporation, directly or indirectly employed by it upon, or in connection with, the services provided herein.

- c. Contractor(s), at their own cost, expense, and risk, shall defend all legal proceedings that may be brought against the District, the Board, its officers and employees or agents on any such liability, claim or demand and satisfy any resulting judgment that may be rendered against any of them.
6. Secure and maintain, at Contractor's expense, during the period of the contract, Workers Compensation and comprehensive liability insurance adequate to protect the Contractor from claims for personal injury, including death and damage to property, which may arise from operations under this contract. The policies so secured shall also name the District as additional insured and shall include a combined single limit of not less than two million dollars (\$2,000,000.00) for each occurrence. Failure to provide the District with a Certificate of Insurance on a form provided by the District shall be a breach of contract.
7. Provide a certified statement of the financial stature of the organization, including the name of the company holding its bond or maintaining its trust account as required by California law.
8. Provide a statement of policy for full or partial refund of fees in the event of any sort of cancellation, including a description of how and when to apply for refunds, with any deadlines clearly stated.

All contractors' bids will be reviewed by the Office of International Education/Study Abroad, the Vice Chancellor of Educational Services and District legal counsel prior to sending to the Vice Chancellor of Business and Financial Services for signature.

The Office of International Education/Study Abroad will work with the ESC to outline the following: logistics, itinerary, foreign information, guidelines for travel, cost of the program and money exchange.

USE OF ASSISTANTS

Assistants are identified as those individuals who are recommended by the instructor to support some logistical and/or academic portion of the program. Any expenses and salary will be paid by the ESC with the exception of instructor support which is included in the District's budget for the Program.

Any assistant to be paid from program fees shall have his/her name submitted as part of the program proposal. Approval will be based on expected duties, skill, and/or knowledge to benefit the program, as well as an estimate of the cost to be covered by program fees.

FACULTY COMPENSATION AND INSTRUCTOR LOADS

Compensation for faculty will be at their standard rate on the District salary schedule. Airfare, housing and study excursion costs are included in the costs of the program and are not District expenses.

Instructor loads for the International Education program will follow the approximate proportions:

Instructor #1	Instruction 80% Supervision 20%
Instructor #2	Instruction 80% Supervision 20%

PROGRAM EVALUATION

1. Prior to conclusion of the program, students will submit a written evaluation of the program and participate with faculty in a group evaluation session.
2. Following the conclusion of the program and the return of the participating students and faculty, an evaluation conference will be conducted to discuss the program. All faculty and students participating in the particular program will be encouraged to attend.
3. Following the conclusion of each offering of an International Education Program, the instructors will submit a written evaluation of the program that includes recommendations for improvement.
4. Program evaluations should address the following:
 - a. The successful completion of instruction in each of the courses included in the program.
 - b. Particular accomplishments of the program as a whole and the individual accomplishments of participating students and faculty.
 - c. Specific academic, logistical, and interpersonal dynamics of the program.
 - d. An overall assessment of the program including recommendations for continuation and improvement.

The Office of International Education/Study Abroad will review the program evaluation and, in conjunction with the participating faculty, make recommendations for improvement of effectiveness.

SUMMER EDUCATIONAL/CULTURAL PROGRAMS

In addition to its semester-long academic programs, the District may also offer educational/cultural programs abroad that are open to the general public and are of short duration. Specifics of these programs are developed by the Coordinator/Director of the Study Abroad Program and are approved by the Vice Chancellor, Educational Services.

Office of Primary Responsibility: Office of International Education/Study Abroad
Vice Chancellor, Educational Services

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