

SECTION 27

International Programs

27.1 The International Programs Committee is a standing committee of the college that promotes International and Study Abroad experiences for CMC students. This committee is both an advisory and decision making body with a chair position to guide the group. One of the roles of IPC is to help faculty with an idea to develop academic abroad programs. Faculty should first discuss the possibilities with their instructional Supervisor and then use the application process (included here) as a guide.

The following kinds of CMC International/Abroad Programs have been offered in the past; 1) faculty led group programs that are offered for credit and enrichment, 2) abroad experiences led by CMC faculty as part of a particular course and 3) Independent Immersion Language Programs with affiliated schools.

Check the International Programs web site for existing and upcoming programs.

<http://www.coloradomtn.edu/programs/crosscultural/home.html>

COLORADO MOUNTAIN COLLEGE

STUDY ABROAD PROPOSALS

APPLICATION PROCEDURE

October 2008

General Procedures:

Study abroad program proposals should originate with faculty and should carry the endorsement of appropriate departmental and college administrators. The International Programs Committee (IPC) welcomes early, informal consultation with faculty for program planning and encourages coordinated programming among departments and across CMC sites. The Vice President for Academic Affairs (VPAA) (or his/her designee), in cooperation with campus administrators, coordinates all CMC credit-bearing study abroad programs.

Faculty members interested in proposing a new or previously offered CMC faculty-led study abroad program will need to submit:

1. Completed Application for Study Abroad Proposal (attached) including:
 - Signatures of support
 - A budget for the program
2. Blank Study Abroad Rating Sheet for use by approvers
3. Pre-Departure Checklist
4. Completed International Risk Management Application & Emergency Action Plan

All Study Abroad proposals will require the approval, in the following order, of:

- Instructional Supervisor of the originating campus
- Campus Dean of the originating campus
- International Programs Committee (IPC) and Risk Management Coordinator
[Council for Instruction (CFI) – for information, not approval]
- Vice President for Academic Affairs

In keeping with CMC's commitment to the Learning College principles, the purpose of this approval process is to ensure study abroad programs provide valuable educational experiences for students, create measurable gains in student learning, and are not in conflict with other study abroad programs which are being offered through other sites. Each program should also be arranged to avoid conflict with student attendance in other classes or students' academic plans and programs.

The IPC will provide a recommendation to CFI and the VPAA on each proposed program. In reviewing proposals for study abroad, the IPC, CFI and VPAA will use the "Study Abroad Proposals—Application Procedure Rating Sheet" to determine the relative value of each proposal.

Faculty who wish to sponsor a study abroad program should communicate to campus administrators the campus support that will be necessary, both administratively and clerically, to provide a quality and successful program. Fulltime or part-time faculty members must work to resolve load issues with the instructional supervisor.

Timeline:

The Faculty Coordinator of the proposed program should complete the attached application and submit it (first) to the Instructional Supervisor at his/her site for review. In order to be reviewed by IPC and approved in time for sufficient marketing, *proposals should be submitted to Instructional-Supervisors and campus deans at least one month prior to submissions to IPC.*

The deadline for submission of proposals to the International Programs Committee is:

- May 1 for programs to travel Spring/Summer of the following year.
- January 15 for the following fall semester.
- IPC has the power to adjust dates when necessary.

The budget and risk management portions of the proposals will need to be updated and finalized before travel.

COLORADO MOUNTAIN COLLEGE

APPLICATION FOR STUDY ABROAD PROPOSALS

Faculty Coordinator Name:

Proposed Program Name and Dates:

Date of Submission to Instructional-Supervisor:

Summary of attachments to be included with application:

- Tentative itinerary (to be finalized prior to trip)
- Course syllabus
- Information from State Department
- Detailed cost of program per student (including expenses which are the responsibility of the student, pre- and post-departure)
- Tour company information, documentation and/or contract
- Host country school or instructional facility information, documentation and/or contract
- Resume of Faculty Coordinator (and assistant instructor, if applicable)
- Optional – Letter of support from instructional supervisor and/or campus dean

Faculty Coordinator Contact Information (name, title, originating site, address, phone number & email):

Assistant Instructor Contact Information (if applicable: name, title, originating site, address, phone number & email):

Give justification and number of students required for sending an Assistant Instructor. Please include special considerations:

Instructional Supervisor (name, CMC site, phone number & email):

Program Title/Destination: _____

Length of Program / Approximate Dates: _____

Purpose/Objectives of Program –

How does this foreign location enhance student learning? Please identify the college-wide learning outcomes for the courses, as well as measurable learning outcomes derived from the study abroad experience. _____

Identify the methods that will be used to document:

- a. student learning of course-specific outcomes;
- b. the extent to which student learning was enhanced through the study abroad experience

(use additional pages or refer to syllabus as needed)

****Please attach a tentative itinerary with application.**

Language needs for the program: Does the Faculty Coordinator and/or Assistant Instructor need to be fluent in the host country's language? ___ Yes ___ No Please explain (include use of translator; bilingual facility office, bilingual guides, etc.): _____

Course information (course code, title & description): _____

_____ (**attach a syllabus)

Have you checked with CMC Business Department for verification of CMC insurance for your program? ____ Yes ____ No

Have all necessary external contracts been review by Sam Skramstad? ____Yes ____No

Have you contacted the State Department to gather information about immunization requirements, entry/exit requirements, hazards (<http://travel.state.gov>)? ____Yes ____No
Please explain and attach pertinent information:

COST OF PROGRAM:

Estimated Cost of Program (per student):	Paid to CMC	Responsibility of Student
- Transportation (airfare, bus, etc.)	_____	_____
- Room & board	_____	_____
- Excursions and/or entrance fees	_____	_____
- Tuition at participating school or instructional facility	_____	_____
- Contingency funds	_____	_____
- Miscellaneous expenses (i.e., departure tax)	_____	_____
- Immunizations	_____	_____
- Health Insurance	_____	_____
- Trip Insurance-this is normally optional	_____	_____
- Passports/Visas	_____	_____
- CMC tuition	_____	_____
- Pay for Assistant Instructor (if needed)	_____	_____
- Administrative costs	_____	_____
- Costs for faculty travel (transportation, room & board, excursions and fees, insurance, per diem , other)	_____	_____

COST PER STUDENT

Campus Expenses:

- Pay for Faculty Coordinator

Other costs (please list)

(The campus may decide to take on some of the trip expenses in order to reduce per student costs.)

Do you believe your price is competitive with similar programs? ___ Yes ___ No

Why or why not? _____

** Please attach a *detailed* breakdown of estimated costs which also include the proposed number of participants required for the trip to cover costs (i.e., you are basing the cost on X number of participants). How many students do you expect to have? Please also list expenses which will be the responsibility of the students while on the trip. Proposals should attempt to show a self-sustaining and cost-effective program. It is understood that the cost proposal may change before departure. Finalized program costs should be updated and submitted to the business office in the form of contracts with your vendors.

** If using a tour company, please attach necessary information, documentation and/or contract for the tour company chosen.

Name of tour company: _____
Contact: _____
Phone number and email: _____

** If using a school or instructional facility in the host country, please provide information, documentation and/or contracts.

Name of school/instructional facility: _____
Contact: _____
Phone number and email: _____

** If host families will be used, please specify selection procedure (by Faculty Coordinator, host school or instructional facility). _____

** Attach a resume of Faculty Coordinator (and Assistant Instructor, if applicable) documenting ability to teach proposed courses; language skills appropriate for country or detail bilingual guide or English-speaking services; travel experience in proposed area; and experience in leading groups.

APPROVALS

Instructional Supervisor:

(signature) (date)

(printed name)

Comments: _____

Campus Dean:

(signature) (date)

(printed name)

Comments: _____

IPC Chairperson:

(signature) (date)

(printed name)

Comments: _____

**COLORADO MOUNTAIN COLLEGE
STUDY ABROAD PROGRAMS
PRE-DEPARTURE CHECK LISTS**

If study abroad proposal is approved, the following will be **REQUIRED** of you and your participants. The collection and maintenance of these records and information is the responsibility of the originating site (except where noted otherwise). This information must be submitted to the Instructional Supervisor at the originating site and to the Risk Management Coordinator at least one to two months prior to departure.

Copies of advertising material (fliers, brochures, etc.) need to be sent to your Instructional Supervisor, Campus Dean, IPC members and the Vice President of Academic Affairs

- A complete program itinerary, detailing each day's activities and contact information
- All participants must provide proof of the following:
 - ___ health insurance/copy of health insurance card
 - ___ signed assumption of risk form (provided by CMC) – even though a waiver is signed by each participant, a degree of liability may remain and faculty members are not released from the responsibility of using good judgment in all actions connected with the travel. These documents must be sent to the Business Office at District Office.
 - ___ copy of passport, visa, or any other required travel paperwork
 - ___ emergency contact information (host institution, hotels, faculty coordinator's, other contacts)

Required immunization information, information on area of country being visited, current consulate information/warnings which may be of concern to CMC and/or participants

Any contract information with tour operators or schools

If using host families, a complete list of host families and contact information will be required before departure and must be updated if there are changes after arrival to destination.

ALL students will be required to sign up for the CMC class(es)

Information on orientation session

Name of CMC contact(s) while program is in progress

Risk Management forms and Emergency Action Plan

IF THERE ARE MAJOR CHANGES TO THE PROGRAM (COST AND/OR DURATION) FROM THE ORIGINAL PROPOSAL, DISCUSSIONS NEED TO BE HELD BETWEEN THE FACULTY COORDINATOR, INSTRUCTIONAL SUPERVISOR/CAMPUS DEAN AND VICE PRESIDENT OF ACADEMIC AFFAIRS.

**COLORADO MOUNTAIN COLLEGE
STUDY ABROAD PROPOSALS -- APPLICATION PROCEDURE**

RATING SHEET

Program Proposal: _____

Faculty Coordinator: _____

Note: If any items are rated “No” or “Needs Further Development,” the proposal will be returned to the Faculty Coordinator for improvement or more complete development before approval is given.

Criteria for Approval (listed in priority order)	Yes	No or Needs further develop ment
<p>1. Academic Quality</p> <ul style="list-style-type: none"> - Does this program meet the requirements for a viable and quality educational experience? Are the purpose and objectives well thought out and well presented? - Does the proposal identify the intended learning outcomes of this study abroad program (beyond the identified course objectives and outcomes)? - Does the proposal describe viable methods that will be used for assessing student learning in the study abroad experience? 		
<p>2. Organization:</p> <ul style="list-style-type: none"> Is the program and itinerary well planned? Is the program cost-effective? Have safety issues and host country requirements been addressed? Is the class schedule well planned (syllabus, contact hours, etc.)? Does the program meet student needs? Are student housing issues addressed? Has the supervisor endorsed the program? 		

<p>3. Faculty Coordinator / Assistant Instructor</p> <p>Do the program directors demonstrate experience in the country and/or area?</p> <p>Does the faculty coordinator provide documentation of prior group travel experience?</p> <p>Are the instructors qualified to teach proposed course(s)?</p> <p>Have language needs been met?</p>		
<p>4. Campus Issues</p> <p>Will the campus support the program both clerically and administratively?</p> <p>Does the program adequately cover the curriculum for the course(s) it offers?</p> <p>Does the program fit with the mission and goals of the originating site and CMC?</p>		
<p>5. IPC Issues:</p> <p>Does the program conflict in purpose and/or destination with other already-approved programs? If so, has the Faculty Coordinator considered working with or alternating with the existing program?</p> <p>Is CMC offering too many study abroad programs at the same time thereby jeopardizing their success?</p>		

If you approve this program, please indicate so on the Approval Sheet. Comments are welcome.

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