

Teach Abroad Proposal Review Committee (TAPRC)
Shoreline Community College

International Summer Institute Request For Teach Abroad Proposals 2014-15

(RFP Revised March, 2014)

APPLICATION DEADLINE: Friday, April 11th, 2014 at 4:30 p.m.

Submit proposal electronically to Yifan Sun at ysun4@shoreline.edu and Diana Sampson at dsampson@shoreline.edu OR submit a hard copy to the International Education department front desk—Room 9302 by the deadline.

The Teach Abroad Proposal Review Committee (TAPRC) seeks short-term summer teach abroad proposals from Shoreline Community College faculty or staff.

PROGRAM DESCRIPTION

Shoreline International Summer Institutes, typically scheduled during the one-month period between the end of Shoreline's Summer quarter and the beginning of Fall quarter, provide affordable study abroad options for students and teach abroad opportunities for faculty and staff. They are designed to support the College's commitment, as outlined in the Strategic Plan, to increase the campus community's awareness of and participation in global education. Interested Shoreline Community College faculty and staff from all disciplines are invited to design and submit short-term study abroad program proposals for consideration by TAPRC. Proposed programs should offer a valuable study-abroad experience for participating Shoreline students. Of particular interest are programs emphasizing non-traditional learning opportunities, including service learning, cooperative education and experiential education. Study abroad environments outside of Western Europe are encouraged.

Participating faculty provide program design, including location and curriculum. They are responsible for leading and teaching Shoreline Community College students in an international environment. They also provide necessary and appropriate coordination of the non-instructional aspects of the program, including student recruitment, on-site logistical support and budget management. Shoreline Community College, through its International Education department, provides general logistical support, including assistance with program design, budgeting assistance, student recruitment, registration, pre-departure orientation and arrangements for air transportation and insurance.

FOR MORE INFORMATION: Contact Yifan Sun, International Education Manager, at (206) 533-6656 or email ysun4@shoreline.edu.

Prepared JANUARY 2014

Shoreline Community College provided equal opportunity in education, employment and does not discriminate on the basis of race, color, religion, national origin, age, marital status, gender, sexual orientation or disability.

TWO ONE-YEAR TRACK OPTIONS

International Education will sponsor two One-Year Track study abroad programs to be offered during summer of 2015. Depending on interest and applications, these programs can either be offered for academic credit or non-credit.

For TAPRC recipients who already hold ties to host country and/or hosting academic institution, it is assumed that little or no additional work is required to develop a budget and arrange housing and academic facilities for the proposed program. For recipients who do not have direct ties to the host country, the College will contract with Go-Today—a private, local company that specializes in customizing study abroad programs in multiple destinations around the world. Final approval of all programs is subject to budget review and approval.

TYPICAL TIMELINE

- Winter or Spring Quarter 2014: Faculty/Staff submits application to TAPRC.
- Spring Quarter 2014: TAPRC notifies selected recipient(s)
- Fall and Winter Quarter 2014-15: TAPRC recipient(s) AND International Education complete program arrangements and begin student recruitment.
- Spring Quarter 2015: TAPRC recipient interviews students and approves student participation; pre-departure orientations and courses introductions are held.
- Summer Quarter 2015: Program(s) are implemented.

PROGRAM AND FACULTY/STAFF REQUIREMENTS

- Instructional proposal will meet existing Shoreline academic/curricular standards, i.e., adaptation of existing credit-bearing course (if applying to teach for credit) and/or use of special topics or independent course(s).
- Proposed program will adhere to established Shoreline policies and procedures.
- Faculty/staff are required to sign the Statement of Financial Understanding before program departure.
- Participating Shoreline employees will exhibit the highest standard of ethical and respectful, professional and personal conduct at all times during the program.
- Program proposal will address at least two of the goals listed in the Global Awareness Outcome.
- TAPRC approved non-credit programs must enroll a minimum of seven (7) student participants.
- TAPRC approved programs offered for academic credit must meet a minimum enrollment of 12-15 students. In cases where enrollment falls below the

minimum target, approval by the Vice President for Academic and Student Affairs is required to offer the program.

- All participants will be registered for SCC academic credit if participating in programs offered for academic credit.
- Associate faculty are required to have been employed at SCC for a minimum of six cumulative quarters in the past three calendar years prior to application.
- Non-academic Shoreline employees will obtain requisite approval from their unit administrator prior to application.
- Applicants will be able to meet all immigration and other travel requirements for international travel prior to application.
- Applicants must have the ability to meet the physical and other demands of international travel, which may include but are not limited to: prolonged travel by airplane, bus, train, or automobile; extensive sitting, standing, walking and transporting of personal luggage; extended workdays due to group leadership responsibilities; and related stressors such foreign cultural differences, language barriers, etc.

PREFERRED REQUIREMENTS AND FACULTY/STAFF QUALIFICATION SELECTION CRITERIA

- Applicant will demonstrate effectiveness as an instructor in proposed academic discipline, e.g., through teaching record, employment history, student/peer evaluations, research and/or publications.
- Applicant will demonstrate ability in non-instructional student service delivery, i.e., program coordination, interpersonal communication, student development and motivation, crisis management and maximizing non-classroom learning opportunities.
- Applicant will demonstrate effectiveness in integrating global perspectives into his/her curricular and extracurricular activities through internationalization of curricula, campus presentations or lectures, service as advisor to ethnic or international club(s), etc.
- Applicant will demonstrate effectiveness in interpersonal skills, including non-academic group leadership, cross-cultural communication and crisis management.
- Applicant will demonstrate fundamental understanding of host country.
- Applicant will demonstrate awareness of safety measures for international travel with a group of students.
- Program will emphasize non-traditional learning opportunities, including service learning, cooperative education and or/experiential education.
- Program will include opportunities for students to gain insight into the local culture, including opportunities to interact with the local population.

- Program will have a clear theme between the academic focus and the activities/venues to be visited.
- Program will demonstrate high likelihood of logistical feasibility and provide access to on-site resources including suitable housing, classroom facilities, safety precautions, food, in-country transportation, etc.
- Program proposals in the same or similar locations to programs already being offered by the College through WCCCSA will not be given equal preference to proposals in other locations. Information regarding WCCCSA program offerings is available from the International Education department.
- Program proposal demonstrates feasibility of meeting minimum enrollment targets.
- Timing and length of program should minimize any conflict with the College's regular academic calendar.
- Program must have high level of appeal to students (through applicability to degree completion, attractiveness of cultural opportunities, etc.)
- If proficiency in a language other than English is required of students, proposal will identify required level of proficiency.
- Program must adhere to U.S. Department of State travel advisory recommendations and heed political, social and/or health warnings. Exceptions may be granted by the College President on a case-by-case basis only.

APPLICATION PROCEDURE

Program proposals will be evaluated on their overall merit. Applicants may submit no more than one proposal per year.

Applicants must submit the following:

- Current resume or curriculum vitae; include any and all international teach abroad or study abroad experience.
- Three names of current professional references.
- A program proposal (two pages minimum; five pages maximum) addressing each of the required and preferred qualifications (listed on pages 2-3).
- A sample program itinerary and estimated program budget.
- Repeat program applicants must give concrete examples of how their original program was successful and why it should be offered again.
- For instructional employees, a letter from their Dean confirming their qualifications to teach the proposed course.
- For non-instructional employees, a letter of approval for participation from the appropriate unit administrator.

BUDGET

Proposals must include an estimated program budget that indicates the proposed student program fee based on anticipated enrollment. The student program fee should sufficiently cover the following student expenses: accommodations, airfare, ground transportation, visa/airport taxes, meals that may be included, miscellaneous costs, medical insurance and any other necessary and anticipated costs. Additionally, the student program fee should cover the faculty/staff airfare and in-country transportation expenses, and should be reflected as such in the program budget.

An estimated budget of faculty or staff expenses must be included in the program proposal. Faculty or staff travel costs should be estimated at the same rate as the student's travel cost with a provision for single-occupancy accommodations for the faculty or staff. Faculty or staff travel expenses will be covered by a combination of student program fees and International Education funds.

Applicants may request to teach a quarter-long study abroad program subject to available funding and approval from the Office of Academic and Student Affairs.

SELECTION PROCEDURE

- Summer Institute proposals will be screened by TAPRC Spring quarter 2014.
- Applicants may be asked to participate in a 20-30 minute interview with the committee to provide additional information.
- Applicants will be notified of the committee's decision, Spring quarter 2014.
- The total number of study abroad programs offered is at the discretion of the College and will vary based on the College's ability to support such programs.

TERMS OF EMPLOYMENT AND BENEFITS

International Summer Institutes (study abroad programs) typically occur during the interim period after Summer quarter and before the start of Fall quarter when full-time faculty are not normally under contract. TAPRC recipients offering non-credit programs agree to participate as volunteer instructors and will receive a stipend of \$100 per day, up to a maximum of \$2,100 for the entire program.

TAPRC recipients offering programs for academic credit will be paid at the contractual summer quarter rate. Faculty or staff travel costs will be covered by student program

fees and International Education funds. Faculty or staff travel costs will be covered at the same rate as the student's travel cost with a provision for single-occupancy accommodations for the faculty or staff.

Recipients are required to comply with all State and College policies and rules, and specifically those regarding international travel. The TAPRC reserves the right to determine the number of proposals that will be selected. This decision will be based on available funding and the quality of the applications submitted. Summer Institute programs are contingent upon available funding as determined by the Executive Director of International Education. Programs that do not reach the minimum required enrollment or are canceled by International Education for unforeseen reasons may be offered again within the next two years, depending on instructor availability and the decision of the International Education department.

GLOBAL AWARENESS OUTCOMES

Students will demonstrate understanding and awareness of issues related to, and consequences of, the growing global interdependence of diverse societies by integrating knowledge from multiple disciplines. Students will describe how social, cultural, political and economic values and norms interact.

1. Recognize the value and significance of artistic and religious expressions in various world cultures.
2. Articulate the values and beliefs that influence humans in seeking identity and meaning within their culture.
3. Describe the impact of global interdependence on local cultures including those within the United States.
4. Identify the origin of events that have led to contemporary global conflict, competition, and cooperation.
5. Demonstrate awareness and knowledge of the economic forces that have led to the interdependence of national economies and the imbalance of distribution of wealth.
6. Demonstrate knowledge of the impact of global interdependence on the natural world.