

The Office of Instruction will provide administrative coordination and supervision for all programs, and will serve as the central point of access for information. Study Travel Program activities will be administered in accordance with the following regulations:

*Program Development Implementation*

**A. Criteria For Program Development/Implementation**

1. Courses to be offered must be listed in the College Catalog and comply with all state requirements and college policies.
2. Study Travel Program curricula must comprise a full course of study appropriate to the term that the program is offered.
3. 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.
4. Evidence must be provided that students' educational experiences will be significantly enhanced by instruction in the off-campus environment.

**B. Program Proposal**

1. All initial proposals to schedule regularly offered classes for study travel must be reviewed by the appropriate department and division. A recommendation to schedule a study travel course shall be submitted to the appropriate administrator.
2. Initial proposals shall be submitted to the Instruction Office and the Study Travel Committee for review and conceptual approval.
3. The Instruction Office and the Study Travel Committee shall submit approved programs to the Superintendent/President for conceptual approval.
4. After approval by the Superintendent/President, the Instruction Office will coordinate with the instructor(s) the development of a detailed plan. The plan must include the following:
  - a. Program or course description
  - b. transportation and housing information
  - c. background information about instructors expecting to implement the program
  - d. course scheduling
  - e. course or program prerequisites and screening procedure
  - f. program evaluation procedures
  - g. plan for dissemination of program information to the college community
  - h. cost of the program to students
  - i. preliminary schedule for implementation
  - j. counseling functions before and during the program (semester abroad only)
  - k. computation of direct/indirect program costs and income
5. A draft of the detailed plan shall be submitted to all division administrators in whose areas instruction is to be offered and to the Study Travel Committee for recommendations and endorsement.

6. The detailed plan which has been endorsed by the division(s) and Study Travel Committee shall be submitted to the Instruction Office for recommendation to the Superintendent/President who may recommend approval by the Governing Board.

### **C. Program Evaluation**

1. Prior to conclusion of the program, students shall submit a written evaluation of the program, using the form developed by the Study Travel Committee and shall participate with faculty in a group evaluation session. Written evaluations shall be returned to the Instruction Office.
2. Following the conclusion of any Study Travel Program and the return of the participating students and faculty, a meeting will be held with the appropriate administrator to discuss the program. During this meeting, students and faculty evaluations of the program will be reviewed.
3. All Study Travel Program evaluations shall address the following:
  - a. The successful completion of instruction of 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 group dynamics of the program.
  - d. An assessment of the professional growth of the faculty involved.
  - e. An overall assessment of the program including recommendations for continuation and improvement.
4. The Study Travel Committee will review and discuss the faculty and student evaluations in conference with participating faculty.

### *Staffing*

The study travel instructor must meet state and local minimum qualifications in the area of study and be a full-time or part-time instructor of the Cabrillo College District.

When the study travel assignment is in addition to the instructor's regular load, compensation will be based on teaching units. Any extra remuneration generated from travel companies will be distributed to lower the cost or increase the quality of the Study Travel Program.

### **A. Selection Of Faculty Members**

1. Interested faculty shall apply to their division administrator. The application shall note which curriculum approved courses the instructor would like to teach and is qualified to teach and include statements related to the following criteria. (In the case of a consortium program, the final selection of participating faculty will be made by the consortium).
2. The criteria for faculty assignment are as follows:
  - a. subject matter expertise as required by the program of study
  - b. the variety of courses a faculty member is able to teach (when appropriate)
  - c. the balance that faculty member brings to the teaching team (when appropriate)
  - d. experience demonstrating ability to work under unusual conditions
  - e. experience demonstrating adaptability, flexibility, and self-sufficiency
  - f. experience (where applicable) in study travel programs

## **B. Study Travel Committee**

1. The Study Travel Committee shall, in coordination with the Instruction Office, participate in the:
  - a. review and approval of study travel proposals
  - b. review and approval of travel contractor
  - c. evaluation of study travel programs
  - d. development of policies for such programs
  - e. investigation and proposal of additional study travel programs
2. Members of the Committee:
  - (1) Division administrator (advisory)  
Vice President, Instruction or designee, chair
  - Vice President, Business Services or designee (advisory)
  - Director of Community and Contract Education (advisory)
  - Director of Admissions and Records (advisory)
  - Three (3) faculty members appointed by the Faculty Senate President.

The committee should include some members who have previously participated in Study Travel Programs. Insofar as possible, faculty selected should represent the academic diversity of the college.

### *Program Requirements*

1. To enroll in a Fall or Spring Semester Abroad Program, a student shall have successfully completed twelve units of college-level work. This unit requirement does not apply to Wintersession and Summer Study Travel.
2. Students in Study Travel program must be at least 18 years old, or an emancipated minor, or have a high school diploma or the equivalent, or have a parent or guardian accompany them on the program as an enrolled student. Students who do not meet the above program requirements may initiate a petition process through the office of the Dean of Instruction, Transfer and Distance Education.
3. Anyone under the age of 18 who enrolls in a Study Travel Program must have a signed Permission Statement from his/her parent or guardian.
4. Established college prerequisites for courses of Cabrillo College Study Travel Programs will be enforced. Catalog and schedule of classes contain prerequisite information.
5. Students shall sign and return to the District a statement acknowledging an understanding of the terms and conditions for participation.
6. Program participants shall 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.
7. One month prior to departure, faculty shall submit to the Dean's Office a General Release, Proof of Insurance, Physician's Confidential Medical and Emergency Forms, Standards of Student Conduct form, Personal Health History form, and (if applicable) Parent Letter of Permission for Minor to Travel from for each student participating in the Study Travel Program and such other forms as may be required at the time.

8. Only registered students shall be allowed to participate in Study Travel Programs. Information about registration (and admission, if applicable) will be provided to students by the faculty. Students interested in financial aid will be referred to the Financial Aid Office.
9. Students shall be required to enroll in and maintain a stated minimum number of units for a Study Travel Program.
10. The residence status of international students shall be the responsibility of the student and not the college.

### *Fiscal Policies*

#### **A. Contractor Selection**

1. All programs shall use travel contractors or government agencies for provision of non-instructional services.
2. Requests for Proposals (RFP) may be developed for submittal to contractors for bid. Prior to submittal the RFP shall be reviewed and approved by the Study Travel Committee.
3. Contractors for Study Travel and Community Education Tours must provide evidence of the following:
  - a. experience in working with educational study travel programs.
  - b. references from educational institutions with which the contractor has worked.
  - c. policies which hold harmless and indemnify the District, its Governing Board, and its officers, employees or agents, for any and all problems or losses arising from the provision of or failure to provide non-instructional services by the contractor.
  - d. extent to which the contractor relies on the use of sub-contractors and identification of those sub-contractors.
  - e. evidence that the contractor, at its own cost, expense and risk, will 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.
  - f. ability to secure and maintain, at the contractor's expense, during the period of the contract, worker's compensation, 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 and guarantee against cancellation on advice of government agency. The policies so secured shall also name the District as additionally insured and shall include a combined single limit of not less than one million dollars (\$1,000,000) for each occurrence.
  - g. evidence that funds to be collected are deposited in a bonded trust account.
4. The Business Office and the Study Travel Committee shall review and approve the selection of a contractor.
5. Contractors shall be notified in writing of the decision made by the college.
6. Upon selection of a contractor, all contracts shall be coordinated through the responsible administrator.

## **B. Establishment of Program Cost**

1. Subsequent to designation of a contractor and acceptance of bid, the responsible administrator shall establish a program per-student cost and submit it to the Vice President, Business Services for approval.
2. The program per-student cost shall be established at a level to include all contractor costs plus program operations, indirect costs, and student fees.

## **C. Refund Policies**

1. The responsible administrator shall establish in writing the contractor refund procedures for each Study Travel Program. These procedures shall include specification of all refund penalties and shall be distributed to students as part of the terms and conditions document to be signed by them.

## **D. Financial Procedures**

1. Collection of Program Fees: Travel charges will be collected by the contractor. Receipts are to be returned for all payments. The college will only collect state mandated enrollment fees.
2. Students interested in financial aid will be referred to the Financial Aid Office.

### *Tours Not Approved Through The College*

Faculty leading tours not approved through this process shall not use any college materials, staff, or equipment in the promotion or operation of the tour. Further, the name of the college shall not be used in any way. If the faculty member refers to him/herself as a Cabrillo College instructor, there must be a disclaimer stating that the Study Travel Program has no affiliation with the college.

### *Tours Sponsored Through Community Education*

The development, approval, promotion, and evaluation of Community Education tours require the same process as for study tours offered for credit, except for the processes related to granting of course credit. Both domestic and international tours may be offered under the sponsorship of Community Education. Usually less academically rigorous than study travel courses offered for credit, tours offered through Community Education are offered on a not-for-credit basis, in cooperation with the appropriate instructional division. Such tours usually are not listed in the Cabrillo College Catalog, but they are advertised to the general public through various means, including the *Community Education Calendar*. Leaders of Community Education-sponsored tours must demonstrate appropriate experience and background for conducting tours. Tour participants pay fees adequate to cover both the direct and indirect costs of the tours. The Director of Community and Contract Education reviews and recommends proposals for consideration by the Study Travel Committee and the Vice President, Instruction, who recommends final approval to the Governing Board.

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