



**MARICOPA
COMMUNITY
COLLEGES**

International & Intercultural Education (I&IE)

Member of the Division of Academic Affairs

2411 W. 14th St., Tempe, AZ 85281

Phone: 480 731-8250 Fax: 480-731-8021

www.dist.maricopa.edu/eddev/intldev

STUDY ABROAD REQUIREMENTS AND PROPOSAL FORM

Maricopa Community Colleges international study abroad programs are first initiated by residential faculty interested in offering a study abroad program. The following *Study and Travel Abroad Program Proposal* form needs to be completed and submitted for approval. This form is also included in the Maricopa Community Colleges' Study Abroad Guidelines and available through the District Office of International and Intercultural Education and its website. See Study Abroad Guidelines for more details. Questions? Please call (480) 731-8250.

General Process

1. A proposal form is completed in collaboration with the individual college Office of International Education. The proposal is then submitted for review to the District Office of International and Intercultural Education.
2. The proposal is then returned to the college Office of International Education and suggested modifications are made in collaboration with the initiating faculty member. The faculty member and the college Office of International Education then sign the proposal and submit it to the college's department chair and/or the dean of instruction for signature.
3. Once signed by the department chair and/or dean of instruction, the proposal is forwarded to the college president for signature.
4. The college-approved proposal is then submitted to the Vice Chancellor of Academic Affairs for final approval. (Note: Maricopa Governance required all international study abroad program for **both** faculty and students be approved by the Vice Chancellor of Academic Affairs.) The Vice Chancellor's office will forward the approved proposal to the District Office of International and Intercultural Education.
5. Once the required approvals and signatures are secured, the District Office of International and Intercultural Education sends the approved proposal to the initiating faculty member and forwards a copy of the approved proposal to the college Office of International Education.

Note: Each college may have additional requirements before a study abroad program is approved.

The District Office of International and Intercultural Education works closely with faculty and the college's Office of International Education to ensure compliance with District travel and purchasing requirements, risk management issues, and offers any support needed for successful program completion.

Study abroad programs are intended to be self-supporting and are therefore ineligible for funding by District International and Intercultural Education internal grant funds.

Program Deadlines

In order to allow sufficient time to list the study abroad programs in study abroad program catalogs, promote the programs, and allow prospective students to plan ahead; the following deadlines have been set. Proposals must be submitted to the District Office of International and Intercultural Education no later than:

November 1st for programs beginning in August of the coming year

April 1st for programs beginning in January of the coming year

September 1st for programs beginning in the regular summer term the following year

Short-term programs (less than a week) can be submitted any time up to a month before program start date.

For **multiple-year program scenarios with no content change**, only a new budget, itinerary and Emergency Action Plan will be required. In all other cases, a new proposal will be required.

Courses

Study abroad course content must foremost reflect the Maricopa Community Colleges' strategic goal of training globally competent individuals who value and respect cultural differences. As such, international and intercultural awareness, skills, and competency must not be left to happen. Program course offerings must, therefore, **include at least one** of the following courses:

A language and culture course

An intercultural communication course centered on the program's overall theme, **OR**

A course taught in a comparative perspective to include the host culture and the culture of the program participants.

All classes must be approved in a manner consistent with existing Maricopa Community Colleges course offering guidelines.

Site Assessment (Risk, Safety and Security)

The program submission must provide a risk, safety and health assessment of the site and briefly discuss the program Emergency Action Plan (EAP) by indicating what precautions and/or steps have been put in place to avoid and manage safety and emergency issues. (Refer to the *Study Abroad Safety and Security Check List* in the **Maricopa Community Colleges' Study Abroad Guidelines** packet or through the District Office of International and Intercultural Education and its website.)

Assumption of Risk Form

Each person participating in a Maricopa-sponsored study abroad program must sign an assumption of risk form. Forms are available through the International Education office and its website. The coordinator of each program is responsible for securing a signed assumption of risk form from each participant before departure. Copies of the signed assumption of risk forms should be left with the college's dean of instruction; the program coordinator traveling with the students should carry additional copies.

A pre-departure orientation session that includes information concerning safety and risk management issues must be presented to program participants.

Competitive Bid Process

Approved study abroad programs are subject to the competitive bid process following district purchasing guidelines. The District Office of International and Intercultural Education provides assistance in navigating through the process. *Information on specific purchasing requirements concerning study abroad programs can be obtained from Chris Mandel, Buyer, District Office Purchasing.*

In cases where a participating institution is selected to handle the purchasing requirements, the faculty member who submitted the proposal must work with the district Risk Management Office to draw up a contract that addresses the issues of risk and liability.

Use and Accounting of Funds

The utilization and accounting of District funds for study abroad programs, including transfer of funds overseas, must follow District purchasing guidelines.

Advertising and Promotion of Study Abroad Programs

Travel abroad programs advertised through or identifying any Maricopa college, including email announcements or printed material, are considered to be college sponsored and are subject to study abroad proposal requirements and any related regulations.

Maricopa Community Colleges' Study Abroad Guidelines

Please refer to the Maricopa Community Colleges' Study Abroad Guidelines (available through the District Office of International and Intercultural Education and its website) for detailed information on completing the Study and Travel Abroad Program Proposal and building your study abroad program.



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International Study and Travel Abroad Program Proposal

Program Title: _____ Total Number of Credits: _____

College: _____

Sponsoring Department: _____

Program Coordinator(s): _____ Phone: _____

Faculty Traveling with Group: _____ Phone: _____

Country: _____

Country Host Contact: _____ Phone: _____

Course Description: (Including course competencies, student outcomes, outline, and assessment criteria)

Justification (How the program responds to your college's International Education mission and goals):

Course work: Of each course, provide course number, title and number of credits:

COURSE NUMBER	COURSE TITLE	CREDITS	PREREQUISITES (IF ANY)

Itinerary—Dates and Transportation Arrangements:

Sites to be visited:

Sample weekly schedule:

Housing and Accommodations:

Site Assessment/EAP—please attached additional information, if needed:

Budget Summary: An estimate of expenses in support of program categorized by type based on minimum number of participants required to cover expenses. Form may be modified as needed.

MINIMUM NUMBER OF PARTICIPANTS = _____

FEES:

Expense Category	Cost per Participant	Total Cost <small>(Cost per Participant X Minimum Number of Participants)</small>
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Transportation

- Air
- bus
- van
- other

Lodging

- Room
- Hotel
- Dormitory

Food Provided By Program

(Indicate how this part will be handled and what would be covered)

Program Fees

(Fees imposed by host institutions i.e., guest lecturers, course fees, etc.)

Cultural, Educational and extracurricular Activities

- Excursion
- Admission Fee(s)
- Transportation
- Lodging/Hotel

Contingencies

- Other

TOTAL FEES	\$	per participant	\$	total
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INSTRUCTOR EXPENSES:

Expense Category	Cost per Instructor	Total Instructor Costs (Cost per Instructor X Number of Instructors)
Transportation		
Lodging		
Excursion		
Food		
TOTAL INSTRUCTOR EXPENSES	\$	\$

TOTAL INSTRUCTOR COSTS % MINIMUM NUMBER OF PARTICIPANTS =
INSTRUCTOR EXPENSE FEE PER PARTICIPANT: _____

PROGRAM COST PER PARTICIPANT: (DOES NOT INCLUDE TUITION)

TOTAL FEES FOR EACH PARTICIPANT + INSTRUCTOR EXPENSE FEE PER PARTICIPANT=
PROGRAM COST PER PARTICIPANT: _____

ESTIMATED TUITION:**

NUMBER OF CREDITS X ESTIMATED COST PER CREDIT* = **TOTAL TUITION PER PARTICIPANT:** _____

*actual cost per credit may vary depending on participant's residency status

**Tuition may vary depending on what classes are offered and how many classes a participant registers for.

TOTAL PROGRAM COST:

PROGRAM COST PER PARTICIPANT x MINIMUM NUMBER OF PARTICIPANTS =
TOTAL PROGRAM COST: _____

Attach additional pages if needed

Initiated by: _____ College Dir. Int'l Ed. _____ Date: _____

Dean of Instruction: _____ Date: _____

President: _____ Date: _____

Vice Chancellor: _____ Date: _____

Dr. Anna Solley, Vice Chancellor, Academic Affairs