FACULTY DIRECTOR APPLICATION FOR STUDY ABROAD

Teaching and Directing the Study Abroad Program

As a faculty member of the Study Abroad program, you will be privileged to share your knowledge with students in a location that will enhance the subject(s) you teach. As a faculty director, you will have additional duties outside of the classroom that aim to maintain the academic viability, safety, cohesion, and enjoyment of the program. This carries great joy but also great responsibility. Below, you will find some general comments you should consider before embarking on such an adventure.

- 1. What are my teaching responsibilities while abroad? You must meet all intellectual and time requirements of the course as taught on campus in addition to including local opportunities to enhance student learning.
- 2. Other than teaching, what must I do? You must coordinate class times and excursions with your program colleague(s) and tour operator, and assist with program logistics on all levels. You must attend all field experiences excursions which are listed as part of the program, and contribute to maintaining a healthy psychological and pedagogical atmosphere within the group. Daily meetings with all program faculty and the tour operator representative are recommended to help ensure program cohesion and increase communication on all levels. Managing student conflicts and student health issues are also the responsibility of the faculty director. Regular communication with the Study Abroad Director is necessary for all issues of potential concern.
- 3. What are my responsibilities before leaving? In one word: RECRUIT! Actually, you must work cooperatively with all your colleagues in the study abroad program to make the program a success. In particular, you are expected to make personal visitations to as many classes as possible, host slide shows and orientation sessions, and be available to meet with interested students in order to make a successful program. Again, it is the program faculty that are the prime agents for marketing the program via classroom visits and informational slide shows. The Study Abroad office is here to assist.
- **4. What do I get for all of the above and how do I get paid?** You receive an expense-paid trip and an unforgettable life experience! Additionally, you will receive your compensation as you would if you were to teach your course(s) on campus during the same session and additional units for performing the role of faculty director. For more specifics, please check with your division chairperson and the study abroad director.
- **5.** Who approves my application to teach abroad? You must obtain the approval of your division for your participation and the courses you want to teach (see last page). Each division has their own process for their faculty, but your division chair must ultimately sign off on it. The application is then presented for approval first to the study abroad committee and then to academic affairs. The final approval is up to the administration.
- **6. I want to apply, where do I begin?** Your first step is to informally meet with the study abroad director to go over your plans, timetable and other requirements. Once the application is completed by you it is presented to the study abroad committee. You will have a chance to personally explain it at a formal meeting of the committee.

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I have read the above and agree to abide by the stated conditions

PLEASE TYPE OR USE BLOCK LETTERS ONLY

Glendale Community College

Faculty Director Application for Study Abroad Program

Name		_ Date_	Date			
College telephone #			Fax	Fax		
E-mail address			_ Cell F	Cell Phone		
Home address			_ Home	Home Telephone		
1. During which session a	nd year	do you propo	se to go a	broad	d? (Check)	
□ Fall □ Winte	r	□ Spring	□ Sum	mer	Year	_
Will you be tenured at GCC by the time this program departs? ☐ Yes ☐ No ☐ Likely 2. List all classes to be taught, including the course name and number, units, course title, and name(s) of instructor(s):						
Course Name & Number	Units	Title			Instructor	

3. Please write a description of how the proposed academic program (classes and field studies) are relevant to the area(s) visited and how the two will be used to create the study abroad experience. (The wording will help form the basis for publicity and brochure copy.) If you need more space, attach a separate sheet.

- 4. Your estimate of the trip's cost to students...
 - a. Based on 20 paying students \$ _____
 - b. Based on 30 paying students \$ _____

5.	Specific(s) where you prefer class(es) to be taught (e.g. university, hotel conference room, in museums, etc):
6.	Please list your current FSA's which relate to this program:
7.	Indicate any significant experience you have had in the target country or geographical area, including language proficiency:
8.	Indicate any experience you have had in developing and/or leading travel/study programs or related activities, and describe any special abilities or traits you would bring to the program.
9.	Explain how the class(es) you are proposing will enrich the student's intellectual experience in the target country(ies)?

	What evidence of student interest do you have for the program and/or classes you are proposing?
11.	How do you plan to incorporate the program experiences in your teaching once you return?
12.	Are there any special requirements that we need to consider while evaluating this application?
13.	In your opinion, what will be expected from you as faculty director?
14.	What do you anticipate will be the biggest challenges you would face as a faculty director of a study abroad program? What approach(es) will you take to meet them?
15.	If you are proposing a program in a country where English is not widely spoken and you do not speak the native language, how do you plan to fulfill the role as director that requires communicating with non-English speakers?

ACKNOWLEDGEMENT/APPROVAL BY DIVISION CHAIRPERSON

I have read and discussed the Study Abroad proposal with the instructor and acknowledge that, if the proposal is approved by the Study Abroad Governance Committee, the division will support the offering of the stated program and courses by the instructor. Also, note below my additional suggestions and comments regarding the proposed program or any other matter affecting the proposal for consideration by the Study Abroad Committee.

Program Proposed		
Instructor's Signature	Date	
Division Chair's Signature	Date	
	faculty members may apply for study abroad progression of the program; however, an actual contram.	
For Division Chairs		
The division of	will	support offering
(sessi	ion) from our current allotment of FTEF.	otal # units) for the
Division Chair's Signature	Date	

Revised 3-8-09