

Office of International Education

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Oakland, CA 94606

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## PROPOSAL FOR ESTABLISHING STUDY ABROAD

All faculty leaders must fill out a Proposal for Establishing a Study Abroad Program no less than twelve (12) months in advance of the projected departure date. Please refer to Administrative Procedure 4026 – Philosophy and Criteria for Study Abroad Education for all criteria required - <https://web.peralta.edu/trustees/files/2022/01/AP-4026-Philosophy-and-Criteria-for-Study-Abroad-Education.pdf>

Please select one or more that apply

|  |  |
| --- | --- |
|  | Option A – Study/Travel Abroad is required for enrollment. Course may be face-to-face or DE (DE Addendum required) and is only open to students going on the study abroad program (must meet min. student enrollment as set by the Dean). |
|  | Option B – Study/Travel abroad is optional. Travel occurs before or after the class is regularly scheduled to take place, or during spring break. With this course model, other students may enroll in the course who are unable to participate in study/travel abroad). Coursework completed during the study abroad WILL count towards their credit hours for the course. |
|  | Option C –Online course open to students who are studying abroad and those who are not.  (DE Addendum required). Study abroad is optional. |
|  | Option D - Field Trip. Optional part of the course (Student Field Trip Waiver Forms required). Minimum 10 students. Coursework completed during the field trip will NOT count towards their credit hours for the course. |
|  | Option E - Community Education/Fee Based course. Must be designed and approved by curriculum committee (not for credit). May be combined with another option (such as field trip, for those who do not enroll in the regular course) |
|  | Option F - Service Learning program (no course or grade associated with the program). Minimum 10 students. Educational/volunteer components must be clearly defined. |

## PROPOSAL COMPONENTS

Please submit the proposal after it is approved and signed to the Office of International Education along with the following items:

Date:

Name:

College:

Department:

Phone:

Email:

1. Tentative itinerary and budget
2. 1 paragraph Bio of Instructor
3. Course Description (100-200 words)
4. Syllabus

1. Location (City and Country)

2. Semester offered (or summer study abroad)

3. Total Length of program in weeks

4. Course offerings as listed in catalog. (If not in catalog, then will need curriculum review)

5. Minimum number of students needed and maximum number possible

5b. Requirements for acceptance (e.g. GPA, prerequisites, etc.)

6. Suggested instructors/additional chaperones

7. Relationship to Peralta Community College District (PCCD) curriculum (SLOs)

8. Method for evaluation (Quizzes, essays, etc…)

9. Calendar

1. Travel dates
2. Actual Course start/end dates

## SIGNATURES FOR APPROVAL

**Chair Recommends Approval**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Division Dean and Vice President**

(Division Dean)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Vice President)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conflict of Interest Disclosure**

Faculty approved for study abroad must also complete this CONFLICT OF INTEREST DISCLOSURE and submit it to the Office of International Education along with their approved proposal

ADMINISTRATIVE PROCEDURE 2710 CONFLICT OF INTEREST DISCLOSURE:

*In order to merit the respect and confidence of the public trust, the District is governed by the highest ideals of honesty and integrity in all public and personal relationships. Personal profit or any benefit obtained through misuse of public or personal relationships is dishonest and will not be tolerated. District faculty and staff should not accept directly or indirectly, any form of gift, meal, gratuity, honorarium, loan, favors or service, entertainment, prejudicial discounts, preferential treatment or other things of value or benefit in excess of $50.00/year total value from any single person or entity, which might influence or appear to influence any business or operation of the District (California Government Code Section 87313).* <http://web.peralta.edu/trustees/files/2011/04/AP-2710-Conflict-of-Interest-Disclosure1.pdf>

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the statement written above and agree to remain free of any and all interests and activities which are, or could be, detrimental or in conflict with the best interests of the Peralta Community College District regarding the activity listed below:

(Travel Destination/Activity) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

from (Dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Signature Date