



## Santa Rosa Junior College Study Abroad Faculty Application Summer 2023

### Program Highlights:

- The summer program is a relatively new addition to the SRJC Study Abroad menu of programs and is unique in that it is limited to only SRJC faculty and **both adjunct faculty and regular faculty are eligible**. Please note that adjunct faculty must team up with a contract faculty member for any proposal. In the fall and spring study abroad semesters, SRJC participates in the Northern California Study Abroad Consortium, a four-district alliance consisting of SRJC, Los Rios, Contra Costa, and San Mateo districts.
- Instructors design a 6 – 7-unit instructor-led study abroad program. The field(s) of study is open as is the locale. Applicants should review the locations where the American Institute for Foreign Study (AIFS), our study abroad liaison, currently runs programs. A list is attached. If you are interested in an alternate location, please contact Kerry Loewen, Dean of Study Abroad to confirm feasibility.
- The length of the program may run anywhere from 3 to 6 weeks. Six-week programs are common as they allow a good balance of class time, homework and local activities and exploration, but shorter programs are less expensive. Hybrid classes can be considered as long as the course is fully contained within the summer term. Any hybrid classwork outside of the actual trip should be completed before the trip begins. The program should be complete when the students return.
- Faculty must recruit 22 to 35 students. Higher numbers usually will reduce the overall cost for students.
- While not required, the Study Abroad Committee recommends that two instructors plan a summer program as a team (at least one must be contract faculty). Courses from different disciplines increase the potential pool of participants. For example, a photography and English instructor have teamed up for a trip to Ireland. A biology and a language instructor linked a 2-unit biology class and a 4-unit Spanish language class for a program in Costa Rica. More recently, a humanities and archeology course in Rome were successfully marketed to both SRJC and the county at large.
- SRJC contracts with AIFS, for travel, housing and field trip arrangements. They also provide 24/7 emergency support while on location.
- The faculty are solely responsible for recruiting students for their program and should plan a variety of recruiting activities including scheduling class visits, 9 – 16 informational meetings during the day and evening during the two semesters preceding the summer abroad, and other recruiting activities. See the Study Abroad web pages for additional suggestions.

### SRJC Faculty Benefits:

- Live and teach abroad for 3 to 6 weeks. Travel on your own before or after the session.
- All faculty, full-time or part-time, are paid at the hourly instructional rate.
- Faculty are compensated for recruiting at least 22 students during the preceding spring semester, to be paid 5% Base Hourly Salary (Schedule II), amounting to 30 hours base hourly pay (no exceptions).
- Airfare is paid by AIFS.
- Faculty are provided with a housing stipend and assistance in acquiring appropriate accommodations. The actual stipend amount will vary by location and student enrollment based on the AIFS contract.

- Faculty must pay all other costs, such as food, entertainment, and housing costs in excess of the housing stipend.
- Full participation in all scheduled activities on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

## **AIFS Recommended Locations**

São Paulo, Brazil  
Istanbul, Turkey  
St. Petersburg, Russia  
Buenos Aires, Argentina  
Sydney, Australia  
Salzburg, Austria  
Viña del Mar, Chile  
San José, Costa Rica  
Prague, Czech Republic  
Grenoble or Paris, France  
Berlin, Germany  
Athens, Greece  
Dublin or Galway, Ireland  
Rome, or Sorrento, Italy  
Cape Town, South Africa  
Granada, Salamanca, Seville, or Madrid, Spain  
Hyderabad, India

We do not accept summer applications for London, Florence or Barcelona.

Other locations are possible. The committee will consider if the program is financially reasonable and appealing to students. Please contact Kerry Loewen, supervising administrator for Study Abroad, as soon as you identify an alternative location to confirm its feasibility before applying.



# SANTA ROSA JUNIOR COLLEGE

## *FACULTY APPLICATION FOR TEACHING ABROAD* *Summer 2023*

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**DEADLINE: 12:00 noon, Monday, November 29, 2021**

*Applications must be submitted electronically with digital signatures (forwarded emails from Dean and Chair indicating their support is acceptable if received by deadline). Incomplete or late applications will not be considered.*

**Please reserve Friday, December 10<sup>th</sup> 2021 8:30 am – 1:00 pm in case you are selected for an interview with the Study Abroad Committee.**

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### 1<sup>st</sup> Instructor

### 2<sup>nd</sup> Instructor

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

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

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Campus/Office Location: \_\_\_\_\_

Campus/Office Location: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Department: \_\_\_\_\_

( ) Full-Time ( ) Part-Time

( ) Full-Time ( ) Part-Time

Teaching Field/Discipline: \_\_\_\_\_

Teaching Field/Discipline: \_\_\_\_\_

Proposed location:

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I am requesting a teaching assignment from Santa Rosa Junior College as part of the Summer Study Abroad Program. I understand that if selected to participate in this program, that I must fulfill all of the instructional duties outlined in Article 17 of the AFA/District Contract. In addition, I will also actively recruit for the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Faculty*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Department Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Dean*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*2<sup>nd</sup> Faculty (if applicable)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*2<sup>nd</sup> Department Chair (if applicable)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*2<sup>nd</sup> Dean (if applicable)*

## **1.0 Curriculum that you propose to teach**

The goal of the summer study abroad program is to offer students and instructors an abbreviated but intensive study abroad experience. The summer study abroad curriculum and locations are determined by the instructors, so applicants must tailor their courses to make use of local resources, historical/cultural sites and other unique opportunities available in the selected country.

To help ensure successful enrollment, the Study Abroad Committee favors any SRJC courses (6-7 units total) that would have broad student appeal.

- 1.1** For each of your proposed courses, describe **in detail** how you will integrate your location into the syllabus. Specifically, how will you incorporate local activities, field trips, and excursions into your instruction?

## **2.0 Your Experience Abroad**

- 2.1** Please list your prior experience abroad as a student, instructor or traveler.

- 2.2** Briefly explain why you are proposing the study abroad program described above and summarize any special experience, qualifications or disciplinary expertise that makes you well suited to teach abroad.

- 2.3** Indicate any foreign languages that you speak and your level of proficiency.

- 2.4 Faculty must be prepared to spend additional time with students while teaching abroad, such as time spent mentoring, traveling together on field trips, and counseling them as appropriate to adjust to life abroad. Describe any experiences you have had acting in a similar role in the past.

### 3.0 Recruitment

Part of the commitment for Study Abroad is that instructors must promote and market their program to help ensure that students are aware of and attracted to the program. Faculty selected must create promotional materials such as PowerPoints and devise a variety of recruitment activities such as class visits, informational meetings, and tables at student events. The Study Abroad Office provides posters, brochures, a website, and email announcements. Faculty are compensated for recruiting at least 22 students during the preceding spring semester, to be paid 5% Base Hourly Salary (Schedule II), amounting to 30 hours base hourly pay (no exceptions).

- 3.1 Describe any experience you have had in the past related to this recruiting responsibility.

- 3.2 Describe any unique activities you envision to generate excitement and recruit students for the program. Please see typical recruiting expectations at <http://study-abroad.santarosa.edu/prospective-srjc-instructors>.

Please email completed application (with all digital signatures included) to: [studyabroad@santarosa.edu](mailto:studyabroad@santarosa.edu)  
If you are unable to obtain digital signatures, please forward your Chair and Dean approvals. All applications and required approvals must be received by 12:00 noon on November 29, 2021. Late applications and/or approvals will not be accepted. Faculty are responsible for obtaining all approvals.

*Have questions? Need help or advice?*  
Contact Ethan Wilde, Kerry Loewen or Patty Warne

For further general information about the Study Abroad Program at SRJC, including FAQs for faculty applicants, visit our website at <https://study-abroad.santarosa.edu/>