



- E. In relationship to any study abroad class offered by the District, no employee of the District is to operate in any capacity as a "travel promoter" as defined by the Business and Professional Code, Sections 17540-17540.16.

4014.3      Inter-institutional Agreements

In cases where District employees prefer to establish an agreement or contract with another academic institution, the department head and Instructional Dean shall approve all arrangements that will be provided directly by the foreign academic institution. The Instructional Dean shall keep all appropriate offices informed on a timely basis. In such cases, the Instructional Dean shall be responsible for ensuring that a written budget information sheet be approved by the Dean of Instruction and the Vice President of Academic Affairs, with copies to the Administrative Dean, Human Resources, and the Instructional Dean, PCC Instructional Programs and Extended Instruction.

4014.4      Collection and Disbursement of Money

All money collected for study abroad classes shall be handled by the travel contractor.

4014.5      Student Insurance

All participants must purchase medical, accident, and medical evacuation insurance to cover the duration of the study abroad program, including travel time. The Instructional Dean, PCC Instructional Programs and Extended Instruction, shall provide a competitively priced package to the students.

4014.6      Hold Harmless Waiver

All participants shall sign a waiver to hold harmless the Long Beach Community College District, whose sole purpose is to provide instruction, from any responsibility connected with travel, transportation, accommodations, and/or all items outside of instruction.

Students who choose to make their own travel arrangements shall sign a District special waiver holding the District harmless.

4014.7      Minimum Class Size

The minimum class size for study abroad classes shall be either the same as similar classes scheduled on campus or large enough to cover the District's cost of offering the class.

4014.8      Publicity

All publicity and announcements relating to the instructional portion of a credit course shall have the prior approval of the appropriate department head and Instructional Dean, and be reviewed by the Office of External Relations. Information copies of such material shall be sent by the Instructional Dean to the Instructional Dean, PCC Instructional Programs and Extended Instruction.

All publicity and announcements relating to the tour/travel/residency portions of the class must have the prior approval of the appropriate department head, Instructional Dean, and Instructional Dean, PCC Instructional Programs and Extended Instruction.

4014.9      Predeparture Orientation

Predeparture orientation is required for all study abroad classes. The instructor, in consultation with the department head, Instructional Dean, and Instructional Dean, PCC Instructional Programs and Extended Instruction, will arrange and conduct this orientation. Participants will be given information relevant to the class including class syllabus, travel, housing, and other logistical arrangements.

4014.10      Instructor Pay and Compensation

- A. Instructors shall be paid for a study abroad class at the same rate and in the same manner as if they taught the same course on campus.
- B. Any other compensation received by any employee directly from the travel contractor shall be disclosed in the District "request for bid" and in the bid from the travel contractor. Compensation from the travel contractor shall be limited to a per diem or expense allowance for travel, lodging, meals, baggage handling, and admissions. All other incentives (e.g., additional free airline tickets) shall be used for the benefit of the students. Distribution of said extra tickets shall be mutually agreed upon by the instructor, department head, and Instructional Dean, in consultation with the Instructional Dean, PCC Instructional Programs and Extended Instruction.
- C. If the number of students making their own travel arrangements causes the travel contractor to eliminate free transportation or ground services for the instructor, either the department (from existing departmental funds) or the instructor shall pay these costs of the instructor.

4014.11      Course Standards

Credit courses taught through the study abroad program shall be organized, taught, graded, and evaluated in compliance with approved District procedures and standards.

4014.12      Travel Contractor Performance

The travel contractor's performance shall be evaluated by the instructor, department head, and Instructional Dean, PCC Instructional Programs and Extended Instruction.