



Study Abroad Procedures

Background

The purpose of this procedure is to provide direction for college staff in the process of developing and offering a study abroad program.

Procedures

1. The Study Abroad Program Coordinator will invite faculty to submit proposals, using the Faculty Proposal Form, which is available online at <http://studyabroad.lbcc.edu/pdf/FacultyProposal.pdf>.
2. The Study Abroad Program Coordinator reviews all proposals and forwards them to the Study Abroad Committee who determines which programs to accept.
3. Bids will be solicited from providers, using the LBCCD bid template, for each program.
4. The Study Abroad Committee will recommend which Travel Contractor to use for the program, but the final decision rests with the Dean of Academic Services.
5. Contracts Management staff contacts the Travel Contractor to be used and coordinates the completion of the 'Long Beach Community College District Study Abroad Terms and Conditions' (contract) between the Travel Contractor and the LBCCD Contracts Department.
6. The LBCCD Contracts Manager will review all contracts for completeness and will execute the contract.
7. The faculty member chosen to lead the program will review and sign the 'LBCCD Study Abroad Faculty Responsibilities' document and return the signed copy to the Study Abroad Coordinator.
8. The Study Abroad Faculty, Coordinator, and the Travel Contractor will recruit participants for the program.
9. Participants will be required to complete and return:
 - a. LBCCD Study Abroad Registration Packet, available online at: <http://studyabroad.lbcc.edu/pdf/ApplicationPacket.pdf> and includes:
 - 1) LBCCD Study Abroad Registration Form
 - 2) LBCCD Study Abroad Program Medical Waiver
 - 3) LBCCD Study Abroad Foreign Travel Agreement
 - 4) LBCCD Study Abroad Student Conduct Form
 - 5) LBCCD Study Abroad US Department of State Travel Warning and Public Announcements Information Form
 - b. Pay a non-refundable deposit to the vendor by the specified deadline
10. Prior to departure of the program, the Travel Contractor will provide the Study Abroad Coordinator with a roster of program participants showing name, address, emergency contact and address for each participant.
11. Upon completion of the program, the Faculty will meet with the Study Abroad Committee to review the program's effectiveness and will make suggestions for improvement.
12. A summary evaluation of the program will be prepared by Faculty and submitted to the Study Abroad Coordinator who distributes it to the Study Abroad Committee.