



- A. All travel arrangements including, but not limited to, transportation, lodging, insurance coverage provided by the operator, supplemental insurance coverage provided by the District, fees for additional activities and weekend tours, and meals for students and faculty are to be specified in the final contract signed by the provider and the District.
- B. The travel contractor, in consultation with the Study Abroad Coordinator and accompanying instructor, must make available the option of permitting participants to make their own travel arrangements to and from the location where the class is to be conducted.
- C. 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.
- D. All housing must be provided in residential halls on college campuses or in approved hotels. Both options must include supervision and security by qualified and trained professionals. At no time will lodging in private homes or apartments be permitted.

4014.3      Inter-institutional Agreements

In cases where District employees prefer to establish an agreement or contract with another academic institution in order to organize a study abroad program in a consortium with other academic institutions, the Study Abroad Coordinator, the Vice President of Academic Affairs and the Deputy Director of Purchasing and Contracts, in consultation with the Study Abroad Coordinator, shall approve all arrangements that will be provided directly by the consortium, academic institutions and the assigned provider.

4014.4      Collection and Disbursement of Money

No Long Beach Community College District employee shall handle any money, checks, or credit card payment information collected for study abroad programs. The study abroad program operator will be solely responsible for the collection of all payments and for the disbursement of all refunds.

4014.5      Student Insurance

All participants must have medical, accident, and medical evacuation insurance with coverage amounts set forth by the District, by the date established by the District, prior to departure to cover the duration of the study abroad program, including travel time. The selected provider shall provide a competitively priced optional package to the students who do not have such insurance, or the District's insurance provider may, at the request of the District, purchase a policy covering the students and faculty. In the event that the District does provide such an insurance policy, the cost of the policy may be charged to the selected provider and such cost added to the final costs paid by participating 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. The Study Abroad Coordinator, in conjunction with the instructor for the program, must contact Risk Services to arrange for the waiver forms. These forms must be provided to and signed by the students prior to acceptance of any student deposits.

Students who are approved by the District 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. Exceptions may be made by the Vice President of Academic Affairs.

4014.8      Publicity

All publicity and announcements relating to a credit study abroad program shall have the prior approval of the Study Abroad Coordinator in consultation with the appropriate department head and/or Instructional Dean and be reviewed by the Office of Public Affairs and Marketing. No marketing may occur prior to the final execution of the Contract between the District and the study abroad operator.

4014.9      Mandatory Predeparture Orientation

Mandatory Predeparture Orientation is required for all study abroad programs. The instructor and a representative from the provider, in consultation with the Study Abroad Coordinator and Risk Services, will arrange and conduct this orientation. During the orientation meeting, the participants will be given information relevant to the trip, including class information, 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 provider must be disclosed in the bid proposal and final contract from the travel provider. Compensation from the travel provider shall be limited to an expense allowance for travel, lodging, baggage handling, and admissions. All other incentives (e.g., additional free airline tickets, per diem, etc.) shall be used for the benefit of the students. Distribution of said extra incentives shall be mutually agreed upon by the Study Abroad Coordinator in consultation with the Study Abroad Committee and the Vice President of Academic Affairs.
- C. If the number of students making their own travel arrangements causes the travel provider to eliminate free transportation or ground services for the accompanying instructor, the participating students shall make up the difference in the fees that they pay to participate in the study abroad program. Language to this effect must be included in any marketing and contract forms provided to the students.
- D. Any travel compensation provided to the instructor must be for travel direct to and from the location of the program. At no time may the instructor be provided additional travel compensation for travel or accommodations (hotels, trains, flights, etc.) before or after the program.

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 Provider Performance

The travel provider's performance shall be evaluated by the instructor, the accompanying students, the Study Abroad Coordinator, and the Deputy Director of Purchasing and Contracts at the end of each program. The accompanying instructor must also submit a report to the Study Abroad Coordinator regarding the program outcome one month after the end of the program.

Adopted:    June 23, 1992  
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