

LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS

INDEX NUMBER E-19

<b>REFERENCE:</b> Board Policy Statement (May 4, 1977) Guide to the International Education Program	<b>TOPIC:</b> Travel Study Program
<b>ISSUE DATE:</b> November 4, 1977	<b>INITIATED BY:</b> Educational Services
<b>CHANGES:</b> Sections 1-10 Sections 1-9	<b>DATE OF CHANGES:</b> August, 1982 June, 1994

1. **TRAVEL STUDY PROGRAM**

- a. **STRUCTURE:** College credit travel/study programs will be coordinated by the Institute for International Programs (IIP). Community Services travel study programs may be offered by the Community Services offices of the district colleges in cooperation with the International Education Program (IEP), the study-abroad classes of the IIP.
- b. **PROGRAM OUTLINE:** A program application including a detailed itinerary and daily activities shall be submitted for consideration. Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on-campus classes.
- c. **CLASS CREDIT:** Academic credit will be granted by one of the district colleges with the approval of the Committee on International Education. Credit for directed study may be offered to students participating in a program who already have credit for the designated class.
- d. **TYPE OF PROGRAMS OFFERED:**
  - 1) Announced Programs - The Committee may announce a program and ask for college proposals, and may provide funding for the position(s). Program approval will be at the discretion of the interview committee which may ask for additional information, preparation and interviews.
  - 2) Proposed Program - A college may propose a program and a suggested instructor or instructors to the Committee on International Education. The Committee may set up an interview committee in accordance with contract procedure for summer programs. A college may submit more than one instructor for a prospective assignment.

- a) The college may be required to:
  - i. Provide funding for the instructor.
  - ii. Enroll students in the prospective classes.
  - iii. Provide financial aid for qualified students.
  - iv. Name an administrative office to provide support for the instructor(s) and program.
- b) The International Education Office will:
  - i. Provide general supervision.
  - ii. Be in charge of Board approval, contractor selection and liaison.
  - iii. Assist in communicating with the program while overseas.
  - iv. Assist in recruitment, publicity and liaison with other colleges.
- c) Program approval will be at the discretion of the interview committee which may ask for additional information, preparation and interviews.
- d) Program Requirements - Application procedure and deadlines will be announced in appropriate staff bulletins.

2. **STUDY ABROAD**

The District Committee on International Education will assist the IEP by supervising study abroad programs. The Committee shall consist of a representative of each campus appointed by each college president or his/her designee, in consultation with the local Senate, one chairperson approved by the Vice Chancellor of Educational Services, one representative of the bargaining agent, and one representative of the District Academic Senate.

3. **PROGRAM APPROVAL**

- a. **POLICY:** The District Committee on International Education shall be the body which shall determine and review policies for the conduct of the international education programs of the District, subject to the rules of the Board of Trustees and in accordance with Title V Section 55450 and 55451. The administrator of International Education will have the responsibility for implementing policies in effect and will serve as chairperson and an advisor to the District Committee on International Education. The Committee policies shall include procedures for applying, deadlines for

applications, criteria used for granting a recommendation, and a procedure for the rating of recommended programs.

- b. **COMMITTEE ON INTERNATIONAL EDUCATION APPROVAL:** All programs (outside of California and/or more than one week in duration) shall be submitted to the Committee on International Education for approval subject to provisions of the contract between the LACCD and the collective bargaining unit. A program will be evaluated on its overall potential for academic and logistical success.
- c. **BOARD APPROVAL:** Each travel study program shall be approved by the Board of Trustees.
- d. **CONTRACT APPROVAL:** All program arrangements shall be included in a written contract developed by the District Contracts Office and shall be reviewed by the Office of General Counsel for compliance with the law and Board policies prior to class departure.

#### 4. **INSTRUCTOR SELECTION**

Selection of instructor-leaders for travel study programs shall be under the direction of the Vice Chancellor, Educational Services, in accordance with Article XV, Section E of the agreement between the Los Angeles Community College District and the Certificated Unit. Criteria for selection may include foreign language proficiency and travel experience.

#### 5. **INSURANCE AND LIABILITY**

- a. Liability insurance shall be provided by the contractor handling program arrangements. A contractor shall provide the District's Contracts Office with a valid certificate of insurance for each program naming the District as additional insured with a single limit of liability of not less than \$2,000,000, with evidence that the policy covers the worldwide exposures of the travel study program. The contractor shall also provide a hold harmless agreement in a form determined by the District's Contracts Office. The certificate shall be submitted with the executed contract to the Contracts Office, Los Angeles Community College District, prior to commencement of the program. All participating students shall be required by the contractor to secure medical and accident insurance for their own protection in amounts specified

by the District. In addition, the contractor shall arrange for all medical and hospital arrangements that may be required. The contractor shall make available to participating students trip cancellation and baggage loss insurance.

- b. **RELEASE:** All participating students shall complete a District "Field Trip and Travel Study Program Release" form holding the District harmless from any claims arising out of or resulting from the student's participation. The signature of a parent or legal guardian is required for minors.
- c. **STUDENT RETURNING INDEPENDENTLY:** Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

6. **FISCAL COMPONENTS**

- a. **FUNDING OF PROGRAMS:** Travel study programs may be funded by several means:
  - 1) Credit classes may be funded by the IEP as part of the regular budget. Such provisions shall be included in the executed contract between the District and contractor.
  - 2) District colleges may fund proposed programs as listed (in paragraph 1.d.(2)) above.
  - 3) Community Services classes will be funded entirely by student fees.
  - 4) Contractors may provide traveling and living expenses of instructors. Such provisions shall be included in the executed contract between the District and contractor.
- b. **COLLECTION OF STATE APPORTIONMENTS:**
  - 1) Title V, Section 55450 allows for the collection of state apportionments for field trips and travel study programs.
  - 2) If the travel study program is offered as a college credit class, state apportionments may be collected.
  - 3) No more contact hours may be generated than if the class were held on campus.

- 4) Complete and accurate records of attendance and reporting must be kept.
- c. **CONTRACTING AGENCIES:** Contracting agencies must meet criteria established by the Chancellor in regard to general content of program, financial obligations and arrangements, program and quality of transportation provided, meals, housing and study facility arrangements, staff assistance, supervision and student conduct responsibilities, commitments to the specific educational program and evaluation of each program.
- d. **SELECTION OF CONTRACTORS:** When a program is planned in an area and/or with an itinerary that may be provided by numerous organizations (i.e., Western Europe, Mexico) proposals shall be requested from organizations satisfying specified criteria. Proposals will be judged on the basis of lowest cost to students, scholarship provisions, and assurance that provisions will be met by the contractor.
- e. **FINANCIAL ASSISTANCE TO STUDENTS:** The International Education Program shall coordinate efforts to provide financial assistance to qualified students wishing to enroll in travel study programs.

7. **INSTRUCTOR ORIENTATION**

Instructor-leaders shall be required to participate in an orientation program for group leaders. Those persons lacking experience as group leaders may be required by the Committee on International Education to participate in an appropriate course.

8. **PRE-DEPARTURE ORIENTATION**

Instructor-leaders will conduct a pre-departure orientation for the group.

9. **EVALUATION OF REPORT**

- a. **INSTRUCTOR REPORT:** Instructor-leaders must submit a written report and evaluation of the program to the Committee on International Education within two weeks of the conclusion of the program.
- b. **STUDENT EVALUATION:** Participating students will complete a program evaluation to be filed with the International Education Program at the conclusion of the program.
- c. The International Education Program shall evaluate each program in a written report to the Chancellor.

10. **PRIVATELY SPONSORED TRAVEL PROGRAMS**

Announcements of privately sponsored travel programs in which a District employee leads or participates shall not give the impression in any way that the program is sponsored by the District or College. Such announcements may be distributed or posted on campus or at any authorized District function only in accordance with rules established for other privately prepared announcements. District employees may, however, place paid advertisements in student newspapers on the same basis as any other commercial venture.

**STANDING PROCEDURES OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT COMMITTEE ON INTERNATIONAL EDUCATION**

1. The District Committee on International Education will meet regularly during the school year on an announced pre-set schedule.
2. An agenda with background information relative to topics of discussion is to be forwarded to committee members one week prior to meetings.
3. The Committee will review new programs and all contracts prior to meetings.