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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL  
EDUCATION**

*(Replaces current SBCCD BP 4027)*

International education should encourage programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars, such as:

- Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
- Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values.
- Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
- Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
- Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

For international students and scholars:

- Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.
- Facilitate faculty exchange and collaborative partnership programs with institutions in other countries.
- Initiate collaborative research undertakings to address issues of global significance.
- Recruit and retain the world's best and brightest faculty to educate California's students as globally competent citizens.

**International Travel/Study Programs**

**A. Program Approval Procedures**

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1. There shall be a District Committee on International Travel/Study that will assist the International Travel/Study Program in program approval. The committee shall consist of five representatives appointed by the college president (3 from SBVC, 2 from CHC).
  2. College credit travel/study programs will be offered by the International Travel/Study Program (ITSP).
  3. Approved programs are to be interdisciplinary if appropriate and must comprise a full course of study appropriate to the term(s) in which the program is offered.
  4. All courses offered through the International Travel/Study Program shall be approved by the Committee on International Travel/Study. The committee shall establish application procedures with appropriate time lines and criteria for approval. 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.
  5. Academic credit will be granted by CHC or SBVC.
  6. Each travel/study program shall be approved by the Board.

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**B. Instructors**

71 Selection of instructor leaders for travel/study programs shall be under the  
72 direction of the Vice-President of Instruction. Criteria for selection as an  
73 instructor may include foreign language proficiency and travel experience.  
74 Instructors/leaders shall be required to participate in an orientation program for  
75 group leaders. Those persons lacking experience as group leaders may be  
76 required by the Committee on International Travel/Study to participate in an  
77 appropriate training course.

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**C. Contracting Agencies**

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81 Travel/study programs may be offered in conjunction with external contracting  
82 agencies. Agencies must meet criteria established by the policies and  
83 procedures in regard to general content of the program, financial obligations and  
84 arrangements, program costs, contingency provisions for emergencies,  
85 scholarships for students, types and quality of transportation provided, meals,  
86 housing and student conduct responsibilities, commitments to the specific  
87 educational program, and evaluation of each program.

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**D. Funding**

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Travel/study programs may be funded by several means:

1. District funding for credit classes will be limited to instructor salary and such class materials as required. Students and instructors will assume their own travel and living expenses.
2. External contractors may provide traveling and living expenses of instructors. Such provisions shall be included in the executed contract between the District and contractor.

**E. State Apportionment**

If the travel/study program is offered as a college credit class, state apportionment may be claimed. No more contact hours may be generated than if the class was held on campus. Complete and accurate records of attendance must be kept. All class records shall be submitted within 10 days of the completion of the activity. The State Chancellor's office is required to monitor and report on such programs each September.

**F. Financial Assistance**

The International Travel/Study Program will coordinate efforts to provide financial assistance to qualified students wishing to enroll in travel/ study programs.

**G. Pre-departure Orientation**

Instructors/leaders will conduct a pre-departure orientation for each group. This orientation will include academic and culture adjustment preparation so that students may more fully benefit from their experience.

**H. Evaluation**

1. The instructor/leader will submit a written report and evaluation of the program to the Committee on International Travel/Study within two weeks of the conclusion of the program.
2. Participating students will complete an evaluation of the program to the Committee on International Travel/Study within two weeks of the conclusion of the program.

**I. Indemnification**

1. Liability insurance shall be provided by all external contractors handling program arrangements. A contractor shall provide the Office of Facilities Planning/Administrative Services with a valid certificate of insurance for each

136 program naming the District as additional insured with a single limit of liability  
137 of not less than \$1,000,000 with evidence that the policy covers the worldwide  
138 exposures of the travel study program. The contractor shall also provide a  
139 hold harmless agreement in a form determined by the District. The certificate  
140 shall be submitted with the executed contract to the Office of Facilities  
141 Planning/Administrative Services, San Bernardino Community College  
142 District, prior to commencement of the program. All participating students  
143 shall be required by the contractor to secure medical and accident insurance  
144 for their own protection in amounts specified by the District. In addition, the  
145 contractor shall arrange for all medical and hospital arrangements that may  
146 be required. The contractor shall make available to participating students trip  
147 cancellation and baggage loss insurance.

- 149 2. All participating students shall complete a District "Field Trip and Travel Study  
150 Program Release" form holding the District harmless from any claims arising  
151 out of or resulting from the student's participation. The signature of a parent  
152 or legal guardian is required for minors.
- 153 3. Students wishing to leave a group prior to completion of the program will be  
154 required to sign a notice of intent and release. Legal minors must have the  
155 signature of a parent or legal guardian.

157 **J. Privately Sponsored Travel Programs**

158 Announcements to privately sponsored travel programs in which a District  
159 employee leads or participates shall not give the impression in any way that the  
160 program is sponsored by the District or College. Such announcements may be  
161 distributed or posted on campus or at any authorized District function only in  
162 accordance with rules established for other privately prepared announcements.

163 **Reference:** Education Code Section 66015.7

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164 **Approved:** 4/91  
165 **Revised:** 5/12/16

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