



Study Abroad / Study Away Policies and Procedures

These policies and procedures apply to organized learning trips involving students or community members led and/or organized by Clackamas Community College faculty and/or staff. They do not necessarily apply to individual professional development travel or other kinds of travel.

Study Abroad

Clackamas Community College supports international travel for learning by its faculty, staff, and students that strengthens mission fulfillment of the college. In particular, we believe that the following outcomes support the college's mission of high quality education and training that is adaptable to changing needs, as well as our values regarding diversity, empathy and respect:

1. Understanding of different cultures and perspectives
2. Exploring opportunities for cultural exchange
3. Communicating to the college community about globalization and its effects

Such travel programs must be designed to ensure the safety and health of students, employees and community members; the compliance of the institution with applicable laws and regulations; and align with the priorities of the college. Therefore, the college requires that:

- All faculty, staff, and students traveling internationally on college business must register their travel with the college, and follow all additional policies applicable to the type of travel.
- All CCC faculty and staff who wish to use their position as CCC employees to promote, support, sponsor, or offer for-credit or non-credit learning activities that include international travel must gain approval by the appropriate college authorities prior to promoting the activity for the appropriate category of international travel.

The College currently does not permit travel on college business to countries under a current Department of State Travel Warning or Centers for Disease Control Warning Level 3. Petitions for exceptions to this policy may be made through the offices of the Vice President of Instruction and Student Services (VP InSS) and Vice President of College Services (CS) to the College President.

Categories of learning-based international travel led by CCC faculty or staff:

- For-credit courses that include a travel component
- Non-credit activity abroad

- Community Education travel abroad
- Co-curricular activity with travel abroad components

For-Credit Study Abroad Policies and Procedures

2 years –18 months prior to departure

1. Lead faculty or staff consults with the College Council committee focused on study away / abroad opportunities.
2. Discuss study abroad plans with Department Chair and Dean
3. Vice President of Instruction and Student Services approval.
 - Criteria for evaluating opportunity, by Deans and VP InSS -- the following criteria will always be considered:
 - The study program does not distract from institutional priorities, e.g., faculty involved are not part of an assessment team for a program whose assessment plan is off track.
 - The study program is sustainable and part of a plan to develop a long-term connection to a place or culture. The college's interest is in developing a limited number of deep connections for study abroad in order to encourage faculty and student exchanges and establish compelling opportunities for CCC students over the long term.
 - The study program has a clear and compelling learning plan and rationale. The plan should include student learning outcomes and how they will be assessed, as well as ways the opportunity can support student career and/or academic goals. At a minimum, the plan should address how the following outcome will be assessed:

Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference (General Education Cultural Literacy Outcome)
 - There are need-based provisions to provide financial support to students, so that the opportunity is accessible.
 - If non-students will be involved, there is a plan to create a connection between non-students and students in order to foster a learning community for all.
 - The study program is self-funded, e.g., through grants or participant tuition and fees.
 - These criteria are not mandatory but will be taken into account in evaluating a study abroad opportunity:
 - The locale can support multiple departments and disciplines over time.
 - The design for study abroad is student-centered. For instance, planners take into account the time constraints and responsibilities of many CCC students.

- There are significant opportunities for cross-cultural understanding and interaction.
 - Service learning is built into the design.
 - Faculty are working with an appropriate partner organization. Examples of such organizations include non-profit or for-profit travel organizations, a US college or university, or another educational institution in the host country.
4. Vice President of Instruction and Student Services informs executive team about opportunity.
 5. Partner organizations identified (and, if not already on an approved provider list, must be approved by the Vice President of Instruction and Student Services).
 6. Budget for overall opportunity is developed, detailing institutional revenue and expense. Costs for students and other participants are outlined in the budget
 7. Communication plan developed, to include communication to College Council, promotional materials for students and community members, and other venues for communication. Marketing and Community Relations sign off required for communication plan.
 8. A plan is designed for providing to students and staff cross-cultural training specific to the culture / location of travel.

1 Year prior to departure

1. Budget plan for opportunity, including housing and other logistics, is finalized and must be approved by the Vice President of College Services, the College's risk management officer.
2. A clear plan for participant payment is identified. The Dean of Business Services signs off on the plan.
3. Minimum enrollment determined. A cancellation plan is determined.
4. A risk- management plan is created, based on college template. For instance, provisions for participant health and travel insurance are identified. The Vice President of College Services signs off on the plan.
5. Participant study abroad guide is customized for opportunity, to be available to participants upon registering.
6. The provisions for teaching the course, compensation, and workload are approved by the Dean.

3 months prior to departure

1. Registered participants attend a mandatory orientation meeting and receive CCC's Study Abroad handbook. CCC Staff or faculty review critical information about the program, including but not limited to:
 - Liability waiver
 - Travel requirement information, such as materials about obtaining a passport or visa.
 - Health information, including insurance, vaccinations etc.
 - Travel insurance information

- Learning goals and outcomes of trip
 - Itinerary
2. The mandatory orientation meeting can be conducted by an approved provider, but the CCC lead for the study abroad program must be present.

Upon Return

Lead faculty/staff produce a report that is presented to College Council (and others as appropriate, e.g., the Board of Education) that provides an overview of the trip, assessment results, and lessons learned.

Study Away

Clackamas Community College also supports domestic travel for learning by its faculty, staff, and students that strengthens mission fulfillment of the college. In particular, we believe that the following outcomes support the college's mission of high quality education and training that is adaptable to changing needs, as well as our values regarding diversity, empathy and respect:

1. Understanding of different cultures, regions, and perspectives within the US.
2. Exploring opportunities for regional exchange.
3. Encouraging experiential learning for students and community members.

Such travel programs must be designed to ensure the safety and health of students, employees and community members; the compliance of the institution with applicable laws and regulations; and align with the priorities of the college. Therefore, the college requires that:

- All faculty, staff, and students traveling domestically for a group study away program must register their travel with the college, and follow all additional policies applicable to the type of travel.
- All CCC faculty and staff who wish to use their position as CCC employees to promote, support, sponsor, or offer for-credit or non-credit learning activities that include domestic travel must gain approval by the appropriate college authorities prior to promoting the activity for the appropriate category of domestic travel.

Categories of learning-based domestic travel led by CCC faculty or staff:

- For-credit courses that include a travel component
- Non-credit travel activity
- Community Education travel activity
- Co-curricular activity with travel components

For-Credit Study Away Policies and Procedures

2 years –18 months prior to departure

1. Lead faculty or staff consults with the College Council committee focused on study away / abroad opportunities.
2. Discuss study away plans with Department Chair and Dean
3. Vice President of Instruction and Student Services approval.
 - Criteria for evaluating opportunity, by Deans and VP InSS -- the following criteria will always be considered:
 - The study program does not distract from institutional priorities, e.g., faculty involved are not part of an assessment team for a program whose assessment plan is off track.
 - The study program is sustainable and part of a plan to develop a long-term connection to a place. The college's interest is in developing a limited number of deep connections for study abroad in order to encourage faculty and student exchanges and establish compelling opportunities for CCC students over the long term.
 - The study program has a clear and compelling learning plan and rationale. The plan should include student learning outcomes and how they will be assessed, as well as ways the opportunity can support student career and/or academic goals.
 - There are need-based provisions to provide financial support to students, so that the opportunity is accessible.
 - If non-students will be involved, there is a plan to create a connection between non-students and students in order to foster a learning community for all.
 - The study program is self-funded, e.g., through grants or participant tuition and fees.
 - These criteria are not mandatory but will be taken into account in evaluating a study away opportunity:
 - The locale can support multiple departments and disciplines over time.
 - The design for study away is student-centered. For instance, planners take into account the time constraints and responsibilities of many CCC students.
 - Service learning is built into the design.
 - Faculty are working with an appropriate partner organization. Examples of such organizations include non-profit or for-profit travel organizations, a US college or university, or another educational institution in the host country.
4. Vice President of Instruction and Student Services informs executive team about opportunity.

5. Partner organizations identified (and, if not already on an approved provider list, must be approved by the Vice President of Instruction and Student Services).
6. Budget for overall opportunity is developed, detailing institutional revenue and expense. Costs for students and other participants are outlined in the budget
7. Communication plan developed, to include communication to College Council, promotional materials for students and community members, and other venues for communication. Marketing and Community relations sign off required.

1 Year prior to departure

1. Budget plan for opportunity, including housing and other logistics, is finalized and must be approved by the Vice President of College Services, the College's risk management officer.
2. A clear plan for participant payment is identified. The Dean of Business Services signs off on the plan.
3. Minimum enrollment determined. A cancellation plan is determined.
4. A risk- management plan is created, based on college template. For instance, provisions for participant health and travel insurance are identified. The Vice President of College Services signs off on the plan.
5. Participant study away guide is customized for opportunity, to be available to participants upon registering.
6. The provisions for teaching the course, compensation, and workload are approved by the Dean.

3 months prior to departure

1. Registered participants attend a mandatory orientation meeting and receive CCC's study away handbook. CCC Staff or faculty review critical information about the program, including but not limited to:
 - o Liability waiver
 - o Travel requirement information, such as materials about obtaining a passport or visa.
 - o Health information, including insurance, vaccinations etc.
 - o Travel insurance information
 - o Learning goals and outcomes of trip
 - o Itinerary
2. The mandatory orientation meeting can be conducted by an approved provider, but the CCC lead for the study away program must be present.

Upon Return

Lead faculty/staff produce a report that is presented to College Council (and others as appropriate, e.g., the Board of Education) that provides an overview of the trip, assessment results, and lessons learned.

Addenda:

- A. Travel request form for study abroad or study away
- B. Liability waiver for study abroad participants
- C. Liability waiver for study away participants
- D. Study abroad / away handbooks for students / participants
- E. Study abroad / away handbooks for CCC organizers including:
- F. Template for emergency response plan with safety procedures
- G. Policy / procedures for co-curricular travel
- H. Policy / procedures for community education travel