



# Request for Proposals

International Programs Advisory Committee (IPAC)  
Shoreline Community College

## INTERNATIONAL SUMMER INSTITUTE GRANT ANNOUNCEMENT 2004-2005

**APPLICATION DEADLINE:** Deliver by 5 p.m. January 21, 2005 to Colleen Cooper,  
International Programs, Rm 5226A, FOSS Building

### DESCRIPTION

The International Programs Advisory Committee (IPAC) seeks short-term summer international study/teach abroad proposals from Shoreline Community College faculty.

Shoreline International Summer Institutes, scheduled during the one-month period between the end of Shoreline's Summer Quarter and the beginning of Fall Quarter, provide affordable study/teach abroad options for students and faculty. They are designed to support the college's commitment, as outlined in the Strategic Plan, to increasing the campus community's awareness of and participation in global education.

Interested Shoreline Community College faculty members from all disciplines are invited to design and submit three-week study/teach abroad program proposals for consideration by IPAC. Proposed programs should offer valuable study-abroad experience for participating Shoreline students, as well as academic credit (typically the equivalent of one 5-credit course). Of particular interest are programs emphasizing non-traditional learning opportunities, including service learning, cooperative education and experiential education. Non-Western environments are encouraged.

Participating faculty provide program design, including location and curriculum. They are responsible for leading and teaching Shoreline Community College students in an international environment. They also provide necessary and appropriate coordination of the non-instructional aspects of the program, including student recruitment and on-site logistical support for students.

Shoreline Community College, through its International Programs Office, provides general logistical support including program design, assistance with student recruitment, registration, insurance, pre-departure orientation and transportation.

**MORE INFORMATION:** For more information on the grant process, please call Colleen Cooper, International Education Manager, at (206) 533-6676, or e-mail [ccooper@shoreline.edu](mailto:ccooper@shoreline.edu).

Prepared September 2004.

Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, religion, national origin, age, marital status, gender, sexual orientation or disability.

## PROPOSAL DESIGN

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### TWO-YEAR TRACK OPTION

Proposals for new projects should use the two-year track model, which is based on the following time line:

- Summer of the first year: Approved faculty travel to the prospective host country without students for seven to 12 days to explore host-country logistics and find suitable lodging, academic facilities and other on-site requirements. A maximum of \$3,000 will be granted for development expenses.
- Fall and winter quarters of the first year: Participating faculty AND the International Programs Office develop program structure; student recruitment for the new program begins.
- Spring Quarter: Student team is selected.
- Summer Quarter: Pre-departure orientation is held, Program is implemented. Faculty will receive a stipend of \$100 per day, to a maximum of \$2,100.

Two-year proposals must persuade the selection committee of the likelihood of the project's success and the feasibility of the arrangements in the host country.

The IPAC welcomes proposals for team-taught International Summer Institute programs, and two faculty members may submit a joint program application. Such proposals, however, will not receive additional funding on the first summer's development excursion. **Team taught programs will require a minimum of 12 students.**

### ONE-YEAR TRACK OPTION

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Faculty who already hold ties to the host country and/or a hosting academic institution may use the one-year track model for their proposals, which assumes that little or no additional work is required to arrange housing and academic facilities for the proposed program.

The time line for the one-year option is as follows:

- Winter Quarter: Faculty submits application to IPAC.
- Spring Quarter: IPAC grants approval.
- Fall and Winter quarters: Participating faculty AND International Programs complete program arrangements; student recruitment begins.
- Spring Quarter: Student team is selected; pre-departure orientation is held.
- Summer Quarter: Program is implemented.

### REPEATED FUNDING

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Successful International Summer Institute instructors are welcome to reapply for repeated program funding.

## REQUIRED PROGRAM AND FACULTY QUALIFICATIONS

- Instructional proposal will meet existing Shoreline academic/curricular standards, i.e., adaptation of existing credit-bearing course and/or use of special topics or independent study course(s).
- Proposed program will adhere to established Shoreline policies and procedures. Participating Shoreline employees will exhibit the highest standard of professional and personal conduct.
- Program proposal will meet the strategic directions identified by the Shoreline Strategic Plan.
- All program participants will be registered for SCC academic credit; family members of the faculty of record may participate if they are a matriculated SCC student.
- Associate faculty will have been employed at SCC for a minimum of six cumulative quarters in the past three calendar years prior to application.
- Non-academic Shoreline employees will obtain requisite approval from unit administrator prior to application.
- Applicants will be able to meet any/all immigration and/or travel requirements for international travel prior to application.

## PREFERRED QUALIFICATIONS, SELECTION CRITERIA

- Applicant will demonstrate effectiveness as an instructor in proposed academic discipline, e.g., through teaching record, employment history, student/peer evaluations, research and/or publications.
- Applicant will demonstrate ability in non-instructional student service delivery, i.e., program coordination, interpersonal communication, student development and motivation, crisis management and maximizing non-classroom learning opportunities.
- Applicant will demonstrate a personal awareness and appreciation of intercultural communication.
- Applicant will demonstrate effectiveness in integrating global perspectives into his/her curricular and extracurricular activities through internationalization of curricula, campus presentations or lectures, advisor to ethnic, international club(s), etc.
- Applicant will demonstrate effectiveness in interpersonal skills, including non-academic group leadership, communication and crisis management.
- Applicant will demonstrate fundamental cultural understanding of host country.
- Program will demonstrate high likelihood of logistical feasibility and provide access to on-site resources including suitable housing, classroom facilities, safety precautions, food, in-country transportation, etc.
- Program will enroll a minimum of seven (7) full-time student participants.
- Program must have high level of appeal to students (through applicability to

degree completion, attractiveness of cultural opportunities, etc.).

- If proficiency in a language other than English is required of students, proposal will identify required level of proficiency.
- Program must adhere to U.S. Department of State travel advisory recommendations and heed political, social and/or health warnings. Exceptions may be granted following sufficient review by IPAC.

## PHYSICAL WORK ENVIRONMENT

It is essential that International Summer Institute applicants be able to meet the physical demands of international travel, which may include but are not limited to: prolonged air, bus or train travel; extensive sitting, standing, walking and transporting of personal luggage; extended workday due to group leadership responsibilities; and work under pressure (foreign culture, language, travel, etc.).

## APPLICATION PROCEDURE

Interested applicants must submit the following:

- Current resume or curriculum vitae, please include any and all international teach-abroad or study abroad experience.
- A program proposal (two pages minimum) addressing the required and preferred qualifications for the program and the applicant as well as the physical work environment as described above. Program proposals must demonstrate sufficient relevance to the institution's Strategic plan, and coincide with individual and departmental discipline and objectives.
- Three names of current professional references
- Letter from appropriate unit administrator AND current assistant division chair approving the program's academic content
- For non-academic employee applicants, a letter of approval for participation from the appropriate unit administrator

## SELECTION PROCEDURE

- Summer Institute proposals will be screened by IPAC Winter quarter 2005.
- Selected applicants may be interviewed by IPAC Winter quarter 2005.
- International Summer Institute Grants will be awarded to selected finalists Spring quarter 2005.

## TERM OF EMPLOYMENT, BENEFITS

International Summer Institutes occur during the non-contracted interim period after Summer Quarter and before the start of Fall Quarter. Faculty applicants agree to participate as volunteer instructors; however, all faculty program travel and lodging expenses are paid, and an additional faculty stipend is included. The stipend amount is to be determined by IPAC.