

## NORTHERN CALIFORNIA STUDY ABROAD CONSORTIUM

### Faculty Application for Teaching Abroad

**Currently accepting applications for:**

**\*Spring 2026 in Florence\***

#### **Program Overview:**

- SMCCCD is a member of the Northern California Study Abroad Consortium, a four-district alliance consisting of Los Rios, Santa Rosa, Contra Costa, and SMCCCD.
- Usually 20-25 students and one instructor from each district are sent abroad from each district. Faculty are responsible for recruiting a minimum of 20 students in order to teach abroad.
- The Consortium contracts with the American Institute for Foreign Study (AIFS) for all travel, facilities and field trip arrangements. AIFS also provides local staff support and a 24-hour a day, 7-day a week emergency contact.
- Faculty typically teach three discipline-specific courses and an interdisciplinary Life and Culture course, for a total of 80% load. The remaining 20% is fulfilled the semester before teaching abroad by a range of recruiting and orientation activities.
- The SMCCCD faculty member serves as instructor of record for SMCCCD students enrolled in the Life and Culture class; however, this class includes a wide range of guest lecturers, cultural presentations and field trips organized in concert with AIFS.
- Faculty selected to teach on a study abroad program take the lead (with support from the SMCCCD Office of Study Abroad) in recruiting students for the program. This includes (but is not limited to) conducting informational meetings during the day and evening at multiple locations in addition to other marketing activities during the semesters preceding the study abroad.

#### **SMCCCD Faculty Benefits:**

- Live and teach abroad for 12 weeks. Travel on your own before or after the session.
- Full-time faculty members may apply. They are paid their usual salary for 100% load.
- Round-trip International Airfare is paid by AIFS.
- AIFS provides faculty with a \$4,500 housing stipend (\$5,000 in London) and assistance in acquiring appropriate accommodations. *(Based on successful recruitment of 20 students. Faculty must pay all other costs, such as food, entertainment, and housing costs in excess of the housing stipend.)*
- Full participation in all activities scheduled on the itinerary, on the same basis as the students, including transfers, museum and entrance passes, sightseeing tours, etc.
- Access to a shared office with computers and internet access.

# NORTHERN CALIFORNIA STUDY ABROAD CONSORTIUM

## Faculty Application for Teaching Abroad Approval Form

*Applications may be submitted electronically with digital signatures or on paper with original signatures. This form with approved signatures should be attached to your answers to questions 1.0 - 3.4 below. Submit completed applications to Alice Yang, Acting Director of Special International Programs at [yanga@smccd.edu](mailto:yanga@smccd.edu) and copy [studyabroad@smccd.edu](mailto:studyabroad@smccd.edu).*

*The deadline to apply for **Spring 2026 Florence** is **Monday, November 20, 2023**. Incomplete, unsigned or late applications cannot be considered. Once received, complete applications will be reviewed by the District Study Abroad Advisory Committee. The Study Abroad Advisory Committee selects and advances 1-2 candidates for each semester to the NCSAC Executive Committee for final consideration and selection.*

**Name:**

**E-Mail:**

**College/Office Address:**

**Department:**

**Discipline:**

**Cell Phone:**

**Site preference:**

Florence Spring 2026

***\*\*\*Please note that if you are applying for all programs, first preference cannot be guaranteed.***

I am requesting a teaching assignment from SMCCCD as part of the Northern California Study Abroad Consortium. I understand that if selected to participate in this program, that I must fulfill all of the instructional duties outlined in the contract, with the exception of College Service that can only be performed at SMCCCD. In addition, I will also actively recruit for the program to assure sufficient enrollment. By signing this form, my Dean and Vice President of Instruction agree to the needs for supporting this program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Faculty)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Dean)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Vice President of Instruction – from your home college)

*If an applicant plans to teach a course outside of their discipline, written verification from appropriate department is required.*

## 1.0 Curriculum that you propose to teach

Because we work with the Consortium to plan each semester's curriculum, it is imperative that you provide as much flexibility in terms of course selection as possible. Please give careful consideration to the courses you might offer at each of the international locations. **Preference will be given to instructors and courses that utilize the unique resources, historical/cultural sites, and opportunities offered by the Study Abroad locations. To help ensure successful enrollment, the Consortium also favors general education courses with a demonstrated and broad appeal to students.\***

You must select courses that are both UC-transferable (numbered 1-49) and that fulfill general education requirements. Check the your *College Catalog* for the list of courses that meet GE requirements for IGETC.

**Preferred Courses:** Identify at least 9 units of preferred courses that you could teach in addition to the Life and Culture Course.

**Alternate Courses:** Identify as many alternate courses as possible that you are qualified to teach that are appropriate for the Study Abroad destination.

- When possible, faculty proposing to teach a language course should also be prepared to teach two other non-language classes.
- Faculty proposing courses outside of their discipline must provide written verification of required minimum qualifications. Please note that this approval only extends to teaching abroad; it does not place you in that department's adjunct pool.
- Faculty should be experienced in any courses they propose to teach.

### Proposed Courses

**IGETC AREA:** In the "IGETC" column below, indicate the UC IGETC requirement each course satisfies. Be sure to double-check with the catalog.

Preferred Courses:

	Course Number	Title	Units	IGETC Area
1.				
2.				
3.				
4.				

Alternate Courses:

	Course Number	Title	Units	IGETC Area
1.				
2.				
3.				
4.				
5.				

- 1.1** For each of your **preferred** and **alternate** courses, briefly describe how you will tailor the course to each of the international locations. Specifically, how will you incorporate activities, field trips, and/or experiences from each of the two locales into your instruction and tailor the curriculum for maximum local relevance?  
*Note:* This aspect of the application is very important because the Study Abroad Program seeks to enhance and enrich existing curriculum in the foreign setting.

## **2.0 Recruitment**

- 2.1** Faculty selected to teach abroad on NCSAC programs must actively recruit students. Faculty must attend all recruitment activities and also initiate activities such as classroom visits. The SMCCCD Study Abroad Office provides posters, brochures, a website, email announcements, and other recruiting, but the faculty is primarily responsible for recruitment.
- 2.2** Describe any experience you have had in the past with respect to recruitment activities.
- 2.3** Describe strategies or activities you can use to generate excitement and recruit students for the program beyond the standard information sessions and class visits.

## **3.0 Your Experience Abroad**

- 3.1** Please list your prior experience abroad as a student, faculty or traveler.
- 3.2** Briefly explain why you want to teach Study Abroad Program, and describe any special qualifications or disciplinary expertise that makes you well suited to teach abroad.
- 3.3** Indicate any foreign languages that you speak and your level of proficiency.
- 3.4** Faculty must be prepared to spend additional time with students while teaching abroad, such as time spent mentoring, traveling together on field trips, and counseling them about their experiences and cross-cultural challenges. Describe any experiences you have had acting in a similar role.

**The deadline to submit this application is Monday, November 20, 2023.**

*Please review your application carefully. Incomplete, unsigned or late applications cannot be considered.*

A completed proposal should include:

- 1) The completed signature page
- 2) Proposed courses page
- 3) Responses to all questions 1.0 - 3.4, which may be composed as a separate attachment.

**Please direct questions and final applications to:**

**Dr. Alice Yang**

Acting Director, Special International Programs  
SMCCCD Study Abroad  
Building 19, 410  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
**yanga@smccd.edu (and copy studyabroad@smccd.edu)**