

International Activities: Mission and Philosophy

International activities are valuable components that support Lakeland Community College's mission to provide a comprehensive education that addresses the intellectual, aesthetic, social, and physical needs of all who can benefit from community college programs. As foreign travel study fosters cultural awareness and global understanding, well planned and executed international experiences will challenge students and others to develop new concepts, broaden alliances, and provide creative leadership in the local/global community.

International Activities: Need and Scope

As the world becomes more interdependent, students must become more knowledgeable about its transcultural issues, ethnicity, and geo-political ramifications. Recognizing that the successful student of the 21st century must possess such a global awareness, Lakeland Community College is dedicated to providing international experiences for its student body. These experiences may be in the form of tours, classes taught abroad, exchanges, or providing international education through its faculty.

Learning is enhanced when content is related to the environment where study takes place and such study should be rigorous and demanding for both the student and faculty. International experiences have a long history in higher education and provide a well-recognized alternative learning experience for students. International activities enhance the curriculum by expanding the classroom to encompass the world. Students are offered the rare opportunity to become familiar with the cultures, the arts, the sciences, and the daily practices in other localities around the world.

Center for International Education

The Center of International Education prepares Lakeland students to live and work in a global economy by providing multicultural experiences that increase awareness and understanding of social and economic issues essential for success in today's marketplace. The Center for International Education also serves as the channel of communication between Lakeland Community College and other colleges and institutions here and abroad. It is responsible for the planning, development, and administration of programs to establish academic cooperation with universities, institutions, and individuals.

The primary function of the Center for International Education will be to coordinate with faculty, staff, and/or others in the developments of all relevant materials for international/intercultural experiences, not to manage the experiences. The Director of International Education will liaise with all parties to ensure that all college requirements and authorizations have been met in a timely fashion to help provide a viable and fulfilling experience for the participants.

General Guidelines for Faculty Traveling Abroad

1. The purposes of the International Travel Grants are to provide for curriculum change and development of special projects impacting the curriculum, including, but not limited to, the following: exploring or establishing partnerships and exchange programs; developing service learning opportunities for students and faculty; exploring and developing new grant and funding opportunities for international development; and developing credit overseas study opportunities.
2. The out-of-state travel policies of the college must be followed and unless there are extenuating circumstances (e.g. emergencies), reimbursements over the authorized amounts for travel are the responsibility of the person who incurred the expenses.
3. No subsidization or funding from the international program will be awarded to repeated programs or to faculty who have received an international travel grant within the last two years, unless funds remain after new proposals have been reviewed, or there is a pressing college obligation or interest, excluding from the Director of International Education. Repeated programs are programs that have run successfully in the past and are in demand and revenues or grant funding generated would cover all expenses related to the course and travel expense, thus allowing it to run on its own accord. Only full-time faculty members will be awarded funding.
4. The dates for Lakeland Community College travel abroad may not conflict with regularly scheduled classes or faculty work days.
5. Unless there are extenuating circumstances, a minimum of three (3) months is required prior to departure for submission of proposal.
6. The faculty member should discuss financial arrangements with the Director of International Education before making final arrangements. The discussion should include identification of the source of funds (grant, state funds, local funds, foundation). For overseas travel courses, all student paid funds must go to the college bursar's office and the college in turn should pay the appropriate travel agents or companies offering the services.
7. Prior to travel, the faculty member must submit the following to the Director of International Education:
 - a. A copy of the completed Travel Approval Form with all necessary signatures.
 - b. An itinerary which includes the names and telephone numbers of all hotels where the faculty member can be contacted. A copy must also be submitted to the Division Dean.
 - c. A signature list evidencing that all participating students have received an appropriate orientation briefing for the proposed activity.

- d. Release of Liability forms from all participating students. These forms are available in the Center for International Education and shall be executed following the orientation briefing.
8. For faculty traveling abroad, a case-by-case assessment will need to take place to determine whether or not the college medical insurance coverage is sufficient for this activity. If it is deemed that medical coverage is insufficient, based on the location of the travel, the cost and availability of such coverage will be explored. A decision regarding the feasibility of the college acquiring such coverage will be made on a case-by-case basis.
9. Upon return from an international experience, faculty will submit a summative report detailing the events and outcomes of the experience (within four (4) weeks of return). Recommendations for improvement of subsequent activities should also be noted.
10. Upon return from an international experience, the faculty member(s) will assist the students in sharing with the Lakeland student body what they have learned. This sharing may be accomplished by holding an “International Forum” on campus, a show and tell session, writing an article for the Center’s “Global Perspective” newsletter, or some other vehicle to showcase the key features of any recent international experience.
11. Faculty travel requests are subject to approval by the Division Dean, Vice President of Academic Affairs, and the President of the College.

Lakeland Community College
International Travel Grant Guidelines for Faculty

Distribution of Funds

- Full-time faculty requests for international study/travel may be submitted at any time throughout the year and must meet the announced deadline. They will be funded through the International Center's account. There is no minimum amount; maximum amount depends on availability of budgeted funds.
- One-half of the available International Center funds will be available for activities which occur during the first half of the fiscal year (July 1 through December 31). The remaining funds will be available for activities which occur during the second half of the fiscal year (January 1 through June 30). Any monies not encumbered in the first half of the year will be added to the second half budget.
- The International Task Force subcommittee for travel approval will consider faculty requests and grant funding for appropriate activities on a first-come, first serve basis.

Procedure for Application

- Full-time faculty members should obtain an ***International Travel Study Request form*** and a ***Travel Approval and Expense Report Form*** from the Center for International Education, B-2032.
- The faculty member, after a preliminary discussion with dean for go-ahead, should submit his/her full proposal with dean's signature to the Task Force subcommittee via the Center for International Education.
- The subcommittee will review the faculty member's proposal to assess if it meets the priorities described below:
 1. relevancy with a particular discipline and expertise of the individual submitting the proposal, including the support of the academic dean, via signature on the International Travel Study Request form;
 2. institutional priorities, as they relate to annual globalization goals of the college, including providing curriculum change, establishing partnerships and exchange programs, developing service learning opportunities for students and faculty, develop training contracts, serving an investment to explore and develop new grant and funding opportunities, and developing credit overseas study opportunities. Potential to enhance students' learning opportunities and experiences and interdisciplinary proposals will be given extra weight;
 3. proper budget request—realistic travel costs (least expensive route and expense), and budget proposal with supported documentation, specifying if it

is a one-year, one-time commitment or multi-year expectation, and, if multi-year, submitting an estimate of expenses/revenues for next year's budget (see Attachment I);

4. applicant must be willing to meet with the Task Force (if requested) to explain in more detail the proposal and to share experiences with the college community once the travel has been completed;
 5. proposal should not exceed 10 pages in length, should be double-spaced and attached to the International Travel Study Request Form.
- The subcommittee may approve, disapprove, or ask for additional information.
 - If the request is approved, the subcommittee will sign the *Approval Form* in the space provided. The Center for International Education will issue an *Award Memo* to the applicant. If the request is not approved, the applicant will be notified by the Director.
 - If additional information is requested, the subcommittee will request a meeting with the applicant.

Processing of Forms

- The Center for International Education shall process the approved funding request as follows:
 - ✓ Date stamp all requests received and obtain all required signatures. Lakeland's Vice President of Academic Affairs and President must review and approve all International Travel Study Requests and related paperwork.
 - ✓ Prepare an Award Memo for the faculty member.
 - ✓ Make copies of all paperwork received with President's signature and keep on file in the Center for International Education. Forward copy of Award Memo and all original forms and original paperwork to the Budget Department for processing. The faculty member will receive the approved Travel Approval Form with an Authorization Number from Accounting.
 - ✓ Until all signed travel approval forms are received by the faculty member, nothing should be reserved. Anything scheduled and paid for maybe the responsibility of the person who scheduled it, if approvals are not forthcoming.
 - ✓ The faculty member will submit the completed Travel Approval Form with receipts to the Center of International Education's secretary for processing after travel has been completed. The secretary will record the actual amount spent. The secretary will forward the completed and signed Travel Approval Form to the Controller's Office for processing and reimbursement.

- ✓ All reimbursements will follow the general college policies and procedures.

Canceled Trips

- The faculty member must notify the Center for International Education if he/she cancels his/her trip. Original paperwork will be returned to the faculty member verifying that his/her trip has been canceled. If the Travel Approval Form was approved, the faculty member must notify the Budget Department that the trip has been canceled.
- If the trip is canceled, the college is expected to received any refunds and if there is no refunds, every effort should be made to get the full amount of refund. (Please refer to the *Contract of Agreement*.)
- If circumstances are beyond the control of the faculty member, then the college should not seek reimbursement for the cost incurred.
- If the awardee voluntarily withdraws from the project, he/she shall be liable for all expenses incurred in his/her behalf.

Guidelines for Lakeland Community College Courses Taught Outside the United States

1. Faculty members planning to teach a Lakeland Community College course (credit or noncredit) outside the United States must submit a proposal to the Director of International Education at least eight (8) months prior to the date of departure.
2. Proposals for overseas study tour programs involving credit classes must receive the respective dean's authorization as well as curriculum committee approvals. If the course is an experimental course, the approval of the respective dean and the Vice-President of Academic Affairs is required.
3. A full proposal must be submitted to the Director of International Education and evaluated by the International Task Force subcommittee. This proposal should meet the following priorities:
 - a. relevancy with a particular discipline and expertise of the individual submitting the proposal, including the support of the academic dean, via signature on the International Travel Study Request form;
 - b. institutional priorities, as they relate to annual globalization goals of the college, including curriculum change, service learning, contract training and partnership development.
 - c. proper budget request—realistic travel costs, substantiated by a budget proposal with supportive documentation, specifying if it is a one-year, one-time commitment or multi-year expectation, and, if multi-year, please submit an estimate of expenses/revenues for next year's budget;
 - d. applicant must be willing to meet with the Task Force (if requested) to explain in more detail the proposal;
 - e. the proposal should not exceed ten (10) pages in length, should be double-spaced and attached to the International Travel Study Request Form.
4. The composition of the class should enhance the learning process. The faculty member involved should encourage students to apply who will benefit from the experience. The minimum age of students shall be eighteen (18) years. All students must complete an application and Release of Liability form. Copies will be sent to the Division Dean, Vice President of Academic Affairs, and the Director of International Education.
5. Participating students are required to attend a briefing to be scheduled approximately thirty (30) days prior to departure. Additional briefings may be scheduled if circumstances dictate. All briefings shall be mandatory.
6. The Division Dean, in consultation with the faculty member, will make the determination of the number of students required for the class to be taught sufficient to cover the cost of travel.

7. Faculty will be given appropriate workload credit consistent with academic policy. The expenses of the faculty member shall be paid or reimbursed based on the fulfillment of the Contract of Agreement and from the cost paid by students for the course or from Lakeland Community College funds.
8. All monies collected must be deposited with the Lakeland Community College Accounting Department by the student, and all expenditures from these monies will be requested through normal college routines.
9. Any publicity to be distributed outside the college must be approved by the Director of International Education and their respective Dean(s).
10. Prior to travel, the following information must be submitted to the Director of International Education:
 - a. An itinerary which includes the names and telephone numbers of all hotels where the group can be contacted.
 - b. A complete list of students with social security numbers, home addresses, telephone numbers, and the amount of money on deposit with the Accounting Department.
 - c. A Release of Liability Form signed by all participants.
 - d. A photocopy of the passport (and visa, if necessary) for each student and faculty member.
 - e. Each student must provide in writing the names, addresses, and telephone numbers of three (3) family members or friends who could be contacted in the case of an emergency.
 - f. A breakdown of all costs per student and total projected costs of the activity.
11. Proof that each student has purchased a medical insurance plan as directed by Lakeland Community College. For an activity through a contract service provider, full insurance will be included as part of the contract cost.
12. Student Conduct: A student, while participating in an international activity, shall be removed from the activity in the event of student misconduct. This Lakeland Community College policy (based on the Student Code of Conduct) must be stated at each orientation briefing. Students removed from the activity for misconduct shall leave the activity facilities as soon as is practical at the sole discretion of the cognizant faculty member.
13. Refunds will be handled in accordance with college procedures for credit course refunds. Federal law requires that there be a clear, written policy for refunding a student's travel deposit for foreign travel. A timetable for refunds, indicating the amount to be refunded, should be a part of the activity information packet. A copy of the refund procedure shall be signed in duplicate by the student at the time of registration, with one (1) copy retained by the student and the other copy on file with the Accounting Department.

General Guidelines for Student Travel/Study Scholarship Request

1. Students shall submit the following materials:
 - a. current transcript from LCC (if applicable, priority to travel/study will be given to current LCC students);
 - b. description of the proposed travel plan and how it will enhance the student's learning opportunities and experiences;
 - c. minimum of two letters of reference from faculty (or other responsible individuals in the community). The degree of support expressed in the recommendations will be considered more than the quantity of recommendations.
2. An appropriate budget request, depending on the nature of the project, should be included.
3. Priority will be given to full-time (US citizens and permanent resident) students for travel scholarship.
4. College funding is intended to supplement the travel plan. Students should indicate other sources of funding and include any information substantiating financial need, if applicable.
5. Travel should be related to the student's field of study.
6. The committee may elect to interview an applicant to provide greater insight to the proposal.
7. Applications must be submitted by the announced deadline, or will be considered on a first-come, first-serve basis, thereafter pending funding availability.
8. During the trip, the students must abide by the Student Conduct Code of Lakeland Community College.
9. At the end of the trip, it is expected that students should share their overseas experience through a public forum or presentation.
10. Student's travel scholarship is competitive and the maximum amount to be given is \$1,000.00.

Student Travel/Study Award Application and Budget Form

NAME _____

ADDRESS _____ PHONE _____

TRAVEL TO _____ DATES _____

Current LCC courses that you are enrolled in:

Financial Need Scholarship: Are you eligible for financial aid? Yes ___ or No ___
What is your family's monthly income? \$ _____

and/or

Strategic Scholarship: (Attach a separate typewritten page.) Explain how participating in this experience will add to the group (traveling) experience or to subsequent classes at Lakeland. For instance, your special relevant skills or talents that could be shared with others formally or informally.

Your application is not complete until you attach the following:

- >A current LCC student transcript (if a current student at Lakeland Community College).
- >At least two letters of reference from faculty members, (or other responsible individuals in the community).
- > Your written proposal describing the travel activity you wish to undertake and how it will broaden your learning experiences. (The description should be at least one typewritten page in length.)
- > This budget page stating the amount of money it will cost to fund your proposed activity. Indicate all expenses. Also indicate the other sources of funds to be used toward your proposed activity.

Travel Expenses \$ _____
Transportation (Circle One)
Car Airplane Train

Food \$ _____

Lodging \$ _____
Number of Nights _____
Number of People in Room _____

Miscellaneous \$ _____
Please Specify:

TOTAL EXPENSES: \$ _____

FUNDING FROM OTHER SOURCES \$ _____

TOTAL FUNDS REQUESTED: \$ _____

RETURN COMPLETED FORMS TO:
Center for International Education
Room B-2032

(Activity Name)

Publicity Authorization

Please attach a copy of any brochures or publicity which you plan to distribute outside the college and list each with a brief description.

1. _____

2. _____

3. _____

We have reviewed the attached documents and deem that they are appropriate for distribution outside the college.

Director of International Education, Date

Division Dean, Date

Student Activities Office, Date

Marketing Department, Date

APPROVED:

Vice President of Academic Affairs, Date

International Travel Activities

Materials to be submitted to the Office of Academic Affairs by the Director of International Education:

1. An itinerary which includes the names and telephone numbers of all hotels where the group can be contacted.
2. A complete list of students with social security numbers, home addresses, telephone numbers and the amount of money on deposit with the Accounting Department.
3. A Release of Liability form signed by all participants.
4. Proof that each student has purchased an insurance plan that will provide proper insurance coverage as directed by Lakeland Community College.
5. A photocopy of the passport (and visa, if necessary) for each student and faculty member.
6. Each student shall provide in writing the names, addresses, and telephone numbers of three (3) family members or friends who could be contacted in the case of an emergency.
7. A copy of the completed Travel Approval form and Award Memo signed by the appropriate people if a faculty member is involved.
8. A final itemized budget of costs per student and for the total project.

All of the information requested above has been sent to me.

Vice President of Academic Affairs, Date

Proposed International Travel Activity

Tour Leader _____

Destination _____

Dates of Trip _____

Composition of the Group _____

Cost of Trip (Itemized per person) _____

Planned Itinerary _____

Educational Objectives and Learning Outcomes _____

We have reviewed the trip outlined above and approve of the trip under the sponsorship of Lakeland Community College.

Division Dean, Date

Vice President of Academic Affairs, Date

(Activity Name)

Student Returning Independently from Travel Activity

Date: _____

I, (the undersigned), plan to leave the Lakeland Community College International

Activities Course _____ and return from _____
course name and number location

to Cleveland, Ohio on my own.

I understand that I am entitled only to the following:

I will make my own travel arrangements back to Cleveland, Ohio.

I understand that, when I leave the group in _____, I am
location
responsible for my own needs (food, lodging, transportation, etc.) and that I release

Lakeland Community College from any further liability and/or responsibilities.

Signature of Student, Date

Appendix A

**LAKELAND COMMUNITY COLLEGE
VOLUNTARY ASSUMPTION OF RISK AND
RELEASE OF LIABILITY FOR INTERNATIONAL TRAVEL**

CAUTION: THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING.

_____ College is a non-profit educational institution. References to _____ College (“College”) include _____ College, Lakeland Community College, its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name) _____, freely choose to participate in the _____ (henceforth referred to as the Program).

In consideration of my voluntary participation in this Program, I agree as follows:

SPECIFIC HAZARDS OF TRAVEL: *(Specific dangers endemic in this Program’s area of travel)*

RISKS OF TRAVEL/STUDY/WORK ABROAD: I understand that my participation in the College Program specified above involves risk not found in activities at College or within Lakeland. These risks include traveling to and within and returning from one or more foreign countries; foreign, political, legal, social, transportation, health and economic conditions; different standards or design, safety, and maintenance of buildings, public places, and conveyances; local medical facilities and providers; and local weather conditions.

INSTITUTIONAL ARRANGEMENTS: I understand that the College is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that College is providing these services only as a convenience to participants and that accordingly, College accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that College is not responsible for matters that are beyond its control. I acknowledge that College reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and or academic program as deemed necessary by College.

INDEPENDENT ACTIVITY: I understand that College is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any College activity. In addition, I understand that any travel that I do independently on my own before or after the College sponsored Program is entirely at my own expense and risk.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict participation in this Program. I have obtained the required immunizations, if any.

I understand that I may be required to pay up front for my medical expenses that I incur while traveling in the host country. Further, I understand that I am responsible to submit any medical receipts to my insurance carrier upon my return. I recognize that College is not obligated to attend to any of my medical

or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of the College to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release College from any liability for any actions.

STANDARDS OF CONDUCT: I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm College’s relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of and will abide by all such laws and standards for each country to or through which I will travel during the Program. I am aware that if my behavior becomes disruptive or if I partake in any illegal activities during the Program, I will be dismissed from the Program. I realize that any violation of the foregoing or any disciplinary disturbances may constitute grounds for my expulsion from College and referral of any violations to the Dean of Student Affairs.

I will attend to and assume responsibility for any legal issues or problems I encounter with any foreign nationals or government of the host country. College is not responsible for providing any assistance under such circumstances.

TRAVEL CHANGES: If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Ohio which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian
(if student is a minor)

Date

(Activity Name)

Proposal for a Course Taught Outside the United States

Course Name and Number _____

Number of Credit Hours _____

Country Where Course/Activity Will Be Conducted _____

Faculty _____

Dates of Trip _____

1. Attach a detailed syllabus for the class which will include the following:
 - a. What are the program's specific academic goals?
 - b. Provide a breakdown of key course information.
 - c. Attach an outline for the orientation session for students.
 - d. What is the format of the course (classroom lectures, field trips, seminars with local experts, etc.)?
 - e. For whom is the course designed (Lakeland Community College students, senior citizens, others)?
 - f. How many students can participate?
 - g. How will the students' academic performance be evaluated?
 - h. Provide a detailed itinerary of course activities, with times, demonstrating that the course meets the minimum standards for granting academic credit.
 - i. Indicate if the course is regular or flexibly scheduled as defined by the Ohio Board of Regents.
2. A description of how the students will be recruited. If a participant is sponsored by a business, a recommendation from the employer should be submitted.
3. Give the cost of the trip for participants with an itemized breakdown of expenditures.
4. What are the logistical arrangements (housing, meals, transportation, safety/security, etc.)? Will a consultant or other service providers be used such as the Consortium for International Education (CIE) or others?
5. As applicable, the course may be subject to special review by the Ohio Board of Regents to determine if eligible for state subsidy.

**Proposal for a Course Taught Outside the United States:
Key Course Information**

- 1. Course Name _____
- 2. Course Number _____
- 3. Student Credit Hours _____
- 4. Faculty Payload Hours _____
- 5. Projected Number of Students _____
- 6. Course Lab Fee per Student _____
- 7. Special Course Expenses _____
Type _____
Amount per Student _____
- 8. Student Contact Hours _____
At Lakeland _____
In Foreign Country _____
- 9. Faculty Contact Hours _____
At Lakeland _____
In Foreign Country _____

**Courses Taught Outside the United States:
Materials Necessary to Submit**

Materials to be submitted to the Director of International Education:

1. An itinerary which includes the names and telephone numbers of all hotels where the group can be contacted.
2. A complete list of students with social security numbers, home addresses, and telephone numbers.
3. A Release of Liability form from all participating students. These forms are available in the Center for International Education.
4. Proof that each student has purchased an insurance plan that will provide proper insurance coverage as directed by Lakeland Community College.
5. A photocopy of the passport (and visa, if necessary) for each student and faculty member.
6. Each student must provide in writing the names, addresses, and telephone numbers of three (3) family members or friends who could be contacted in the case of an emergency.
7. A completed Professional Leave Form signed by the appropriate people if a faculty member is involved.
8. Trip budget of costs per student and for the total project.

All of the information requested above has been sent to me.

Faculty

Director of International Education, Date

Attachment I

Program/Project Title _____

Name _____

Faculty Guidelines for International Travel Study Requests

This is a set of guidelines for faculty to develop proposals for international travel/study. Any faculty member wishing to secure full or partial funding for international travel/study will need to describe the travel activity and how it will relate to their and their students' learning experiences, and to the college internationalization of the curriculum goals. The approval of proposals is a competitive process evaluated by a subcommittee of the Task Force on International/Intercultural Education who will make recommendations to the full Task Force. The Task Force will review the recommendations to assess if they meet the priorities described below:

- 1) relevancy with a particular discipline and expertise of the individual submitting the proposal, including the support of the academic dean, via signature on this form;
- 2) institutional priorities, as they relate to annual globalization goals of the college, including curriculum change, service learning, contact training, and partnership development; also, potential to enhance students' learning opportunities and experiences and interdisciplinary proposals will be given extra weight; priorities will be given to new applicants.
- 3) proper budget request – realistic travel costs, substantiated by a budget proposal with supported documentation; please specify if this is a one-year, one-time commitment or multi-year expectation: if multi-year, please submit an estimate of expenses/revenues for next year's budget; minimum personal matching contribution should cover at least 10% of the total budget request.
- 4) applicant must be willing to meet with the Task Force (if requested) to explain in more detail the proposal and to share experiences with the college community once the travel has been completed; a written report addressed to the Director of Center for International Education is also required one month after the trip.
- 5) proposal should not exceed 10 pages in length, should be double-spaced and attached to this cover sheet;
- 6) the approval process is 1) preliminary discussion with dean for go-ahead; 2) development of full proposal with dean's signature submitted to Task Force subcommittee via the Center for International Education; 3) subcommittee's recommendations forwarded to Task Force; and 4) Task Force forwards recommendation to Vice President of Academic Affairs for approval.

Travel Expenses

- Transportation
 - Car _____
 - Airplane _____
 - Other Transportation _____
 - Seminar, Conference, Professional Association Fee _____
 - Food _____
 - Lodging
 - Number of Nights _____
 - Number of People in Room _____
 - Travel Documentation (visas, etc., passport not included) _____
 - Miscellaneous _____
- Total Expenses** _____

Funding: From Other Sources _____
 (attach documentation such as PDC, grant source)
 Personal (10% matching required) _____
 Other _____

Total Funds Requested _____

 Dean's Endorsement

 Date

Comments: _____

CRITERIA FOR EVALUATION:

100 pts.

- I. Extent of Need of Project (30 pts.)
 - Needs must be clearly defined – proposal objectives must support the attainment of the globalization/internationalization goals of the college.

- II. Plan of Activities (20 pts.)
 - how effective is the plan to meet goals of the project and the college
 - assume proper administration of project
 - what extent do objectives and anticipated results relate to the goals of the college
 - dissemination of travel outcomes to college community

- III. Appropriateness of Applicant Proposal and Project Plans with Background (10 pts.)
 - appropriate experience and qualifications are relevant to proposal
 - application is relevant to project

- IV. Budget (10 pts.)
(adequate to support project and costs are reasonable?)

- V. Visible Evaluation/Assessment Plan (20 pts.)
(adequacy of provisions for evaluations and relationship to learning outcomes assessments)

- VI. Extent of Matching Funds from Other Sources (10 pts.)
(funds form other sources leveraging International Studies fund, i.e. college and/or foundation professional development funding, grants, or private sources, minimum of 10 percent personal matching fund is required).

Total (100 pts.)

(minimum needed for approval, 90 pts.)

Subcommittee Point Allocation

I.	Extent of Need of Project (30 pts.)	_____
II.	Plan of Activities (20 pts.)	_____
III.	Appropriateness of Applicant Proposal and Project Plans with Background (10 pts.)	_____
IV.	Budget (10 pts.)	_____
V.	Visible Evaluation/Assessment Plan (20 pts.)	_____
VI.	Extent of Matching Funds from Other Sources (10 pts.)	_____
TOTAL		_____

Lakeland Community College
CENTER FOR INTERNATIONAL EDUCATION
Memorandum

TO: Faculty Member

FROM: Dr. Rolando A. Santos, Director

RE: International Travel Request

I'm pleased to inform you that the International Task Force Committee has approved your request to travel to _____, in the amount of \$_____.

In order to process your award, we have forwarded your paperwork for the appropriate signatures. Within a week or so, the Accounting Department will return the paperwork to you, including the *Travel Approval* form with an *Authorization Number*.

Within one week after you return from your trip, please do the following:

1. Fill in the Actual Expenses column of the Travel Approval form and attach all receipts. (In order to be reimbursed, receipts are required—refer to the College Travel Policy for travel regulations.) Please be sure to sign the Travel Approval form at the bottom marked "SIGNATURE" (to be signed after travel). Accounting will not process your expenses for reimbursement if you have not signed the form.
2. Submit your completed Travel Approval form to Lisa lanetta in the Center of International Education, B-2032. Lisa will forward your completed and signed Travel Approval form with receipts to the Accounting Department for processing/reimbursement.

Within a month after you return from your trip, you are required to write a short summary of travel experience addressed to my attention. This will be forwarded to their respective Dean(s) and the Vice President for Academic Affairs for documentation purposes. You are also required to do a public faculty presentation of your travel experience within six months after your trip.

On behalf of the International Task Force Committee, congratulations. We hope that your

Important Note: If you cancel your trip, please notify Lisa lanetta at (440) 525-7508 so that your travel funds can be reallocated.

**Contract of Agreement
Lakeland Community College**

Lakeland Community College, hereinafter referred to as the College, and _____, hereinafter referred to as the awardee, hereby agree as follows:

1. The College shall pay the awardee a sum of \$_____ as part of his application to the Center for International Education to develop a project on _____.
2. The awardee will follow the College Travel Policy for travel reimbursements and regulations.
3. Within a month after the trip is concluded, the awardee is required to write a short summary of travel experience (approximately 500 words) addressed to the Director of International Education. This will then be forwarded to their respective Dean(s) and the Vice President for Academic Affairs.
4. A short article (approximately 500 words) about their travel experience to be published in the *Global Perspective* newsletter.
5. The awardee is also required to do a public faculty presentation of his/her travel experience, module development or any tangible output that is promised from the awardee's proposal.
6. If for any other reason, the awardee cannot produce what has been promised in their proposal, he/she is required to refund the money as awarded in paragraph 1 of this agreement to the College. Such reimbursement shall be within thirty (30) days of nonperformance, and awardee hereby agrees that full reimbursement shall be made through payroll deduction.

Director of International Education

Date: _____

Accepted: _____
Awardee

Date: _____

Attachment II

International Activities Funds Processing

When students participate in an approved international education activity, it may be necessary/required for them to deposit funds with the college. Activity related expenses would be taken from these funds to cover such expenses as deposits or guarantees. All funds will need to be deposited with the Cashiers Office and disbursed through established college routines* for review and approval.

* Each approved activity will be defined on a four copy “fact sheet” to inform administrators of pertinent information and provide for inclusion of comments and/or accounting data by administrative offices. This sheet will detail:

1. Name and description of the project
2. Contact persons, dept. phones, etc.
3. Signature of the Director of International Education
4. Student deposit details:
 - a. first and last date of the deposit period
 - b. deposit terms, schedule or special instructions given to students
 - c. total deposit required by a student
 - d. latest date to file for a refund
 - e. comments explaining unique situations or instructions to Cashier.
5. The name and social security number (student ID) of each participant.

The Director will provide the faculty activity organizer with a copy of the fact sheet. This faculty member shall provide the required information and return it to the Director to begin the paper trail. The Director shall record this information and forward the fact sheet to the Accounting Department. The Accounting Department will assign and record appropriate account number(s) and send one copy to the Cashiers Office and one copy to the Center for International Education.

The Cashiers Office will provide the following:

1. a subsidiary account for each student listed on the fact sheet;
2. accept deposits and provide receipts;
3. provide a listing of deposits, by student, available at one day’s notice;
4. approve all requests for checks requested as a reimbursement or refund to a student;
5. at the completion of the project, make appropriate journal entries to clear the project accounts.

Students will be given, and required to sign, a disclosure notice of pertinent information. It will include:

1. deposit amounts, dates, and deadlines mentioned above;
2. instructions that student money may be accepted only by the Cashiers Office;
3. instructions for depositing funds with the Cashiers Office;
4. dates, conditions, etc. upon which refunds will be given;
5. the manner in which partial refunds will be calculated;
6. notice that a refund check will be mailed within x plus 10 days;
7. notice that refunds will be issued in the name of the student and mailed to the address on file with the Registrar's Office

Faculty advisors will request trip expenditures, and student refunds, in the same manner as routine college purchases. Authorizing signatures will include the faculty advisor, the Director of International Education, and the Controller's Office, in the case of refunds of student money on deposit. Charges will be posted to the account number provided on the fact sheet.

Criteria for student refunds will be established by the Director of International Education. Individual student refund requests will be approved, and any exceptions granted, by the Director.**

1. Should a student determine that they are not able to participate in the activity and no payment out of deposited funds has yet been made, the student may submit a written request for a full refund of all money deposited by the student.
2. Should a student determine that they are not able to participate in the activity after a payment has been made, the student may submit a written request for a refund minus the percentage of the payment made (student has \$100 deposited and a 25% deposit payment was made entitling the student to a refund of \$75).
3. Should a student determine that they are not able to participate in the activity after the drop dead date, no refund will be made. Trip insurance will be suggested to help prevent this situation.

**Should any funds remain following the completion of an activity, their disposition will be determined by the Director of International Education, the Vice President of Academic Affairs, and the Accounting Manager.

International Educational Activities Deposit Form

1. Name of project: _____
2. Description of project: _____
3. Faculty Advisor:

Name _____ Room No. _____ Tel. No. _____

E-mail _____ OPN _____ Home Tel. No. _____
4. Dates of Travel: _____
5. Anticipated Vendors: _____
6. Total Deposit Required by Students: _____
7. Key Dates: First Deposit: _____ Last Deposit: _____

Last Day for Refunds: _____ Project Go/No Go: _____
8. Remarks: _____
9. Approval of Director of International Education _____

Dr. Rolando A. Santos

List of Participating Students

Name	Student ID No. (S.S.N.)

Accounting Dept. Use Only
Account Title: _____
Account Number: _____
Approved By: _____