

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 2.017

Title: INTERNATIONAL EDUCATION: TRAVEL, PLANNING, AND LOGISTICS

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Central to the missions of member colleges of the Louisiana Community and Technical College System, international education initiatives provide enhanced learning experiences for students blending curriculum and cultural immersion while ensuring global competitiveness. Students who participate in meaningful international education initiatives can have a decided advantage in the job market.

The success of international education experiences is heavily contingent upon planning and logistics imperative to create a safe and productive learning environment. Careful planning efforts prior to, during and at the conclusion of travel provide for a robust educational impact and sustainable foundations for future travel. International education initiatives include but are not limited to study abroad, conferences, summits, institutes, and institutional partnerships. International travel is any travel beyond the border of the United States for any period of time.

For LCTCS colleges participating in international education initiatives, the following is applicable to all international education initiatives:

1. Colleges must partner with a reputable international exchange provider or demonstrate a documented college to college partnership with a country outside of the US. Examples of reputable international exchange providers include, but are not limited to, Cross Cultural Solutions, Council on International Education Exchange, etc.
2. Prior to the purchase of airfare and hotel accommodations, the System President must receive, and subsequently approve in writing, a written proposal from the college CEO detailing the purpose of international educational travel including but not limited to international initiative outcomes, student learning outcomes, curriculum; college faculty, staff and/or students participating in the initiative (along with emergency contact information for each participant); overview of agenda/itinerary including orientations; identified international exchange provider, and post travel dissemination of faculty, staff, and student experiences.
 - a. The faculty, staff, and/or student selection/application process must be documented.
 - b. No persons other than those listed in the written proposal will be allowed to participate, either formally or informally, in the international education initiative.

- c. With the exception of staff affiliated with the international exchange provider, all participants listed in the written proposal must be either LCTCS employees or students.
3. Pending approval by the System President, students and faculty must provide signatures of compliance in accordance with college code of conduct. At no time can students, faculty or staff deviate from established approved travel accommodations. Any variation from the approved program of study or any violation of college code of conduct will result in immediate removal from the program and college. All fees and costs associated with early return will be the responsibility of the student, faculty or staff member.
4. Communication to participating faculty, staff, and student regarding cultural considerations that are required for visiting the country; and safety considerations including but not limited to travel alerts at the time of planning and proper notifications to the US embassy of pending travel must be properly documented.
5. College must follow state policies for transportation and lodging associated with the international education initiative. College foundations cannot directly fund international education initiatives, but may provide grant opportunities to support them.

Any international education initiatives may be cancelled by the System President at any time.