

**Portland Community College
Instituto Cultural Oaxaca, Mexico Program
Summer 2009**

APPLICATION

PT & FT Bargaining Unit Classified Staff, PT & FT Confidential Staff, PT & FT Academic Professionals, PT & FT Faculty, PT Faculty (w/assignment rights) and PT & FT Management

DEADLINE: Friday, March 6 at 5:00 p.m.

**Send your application to the
Office of International Education**

RC 3/ 223 or Fax: 503 614 7170

E-mail: jennifer.alkezweeny@pcc.edu

The specific purpose of this application is to promote an international professional development opportunity for PT&FT bargaining unit Classified Staff, PT&FT Confidential Staff, PT&FT Academic Professionals, FT Faculty, PT Faculty (with assignment rights) and PT&FT Management in the area of international understanding through participation in a Spanish language & cultural immersion program at the Instituto Cultural Oaxaca, Mexico from Saturday, June 27 – Saturday, July 11 (possible return on July 12, depending on flight availability). The Instituto Cultural Oaxaca, Spanish Language & Cultural Immersion Program complement existing Office of International Education (OIE) initiatives, such as the CIEE International Faculty Development Seminars, Summer Institute for Intercultural Communications, International Education Week, Internationalizing the Curriculum and pursuing international grants.

This year a total of 20 PCC staff from the PT&FT bargaining unit Classified Staff, PT&FT Academic Professionals, PT&FT faculty bargaining unit, PT faculty with assignment rights and PT&FT Management will have the opportunity to attend the two week program in Mexico. In addition to the workshop, the OIE will also provide round trip international travel from Portland International Airport (PDX) to Oaxaca, Mexico. Please note that no friends or family are allowed to accompany the PCC staff member on this opportunity. If selected for this opportunity, you will travel as part of a group to Oaxaca departing Portland on Saturday, June 27 – Saturday, July 11 (possible return on July 12, depending on flight availability). No extensions or special travel requests will be granted.

This opportunity is supportive of PCC's Educational Master Plan, (Strategic Area 5) to "Expand and refine the inclusion of international and multicultural aspects of our world across college curricula, services, and related activities" to increase awareness in the PCC community of global issues and an increasingly diverse community. **Selected participants will attend a required pre-departure orientation on Friday, April 10 (location and time tbd), and participate in an individual or panel presentation during International Education Week (November) (8-10 hour time commitment). In an effort to provide continued support to the participants upon return, additional meetings and/or presentations will be scheduled pending funding (5 hour time commitment).** Participants will not receive additional compensation for the identified pre-departure and post-return activities. During the selection process, campus and department & discipline representation will be considered.

Attention Management & Prospective Applicants:

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- This initiative is supported by the PCC Executive Staff to recognize an organizational initiative to encourage cross-cultural understanding and communication. While this opportunity is supported by the PCC Executive Staff, it is at the Manager's discretion to consider if the required two-page Statement of Purpose addresses and supports the staff member's professional development in their department/division and aides in their Spanish language acquisition and cultural competency of an increasingly diverse PCC student population.
- If the Manager approves this by way of their signature in Section C of the application, then the two-week Instituto Cultural Oaxaca Program as well as the identified pre-departure (April 10) and follow-up activities (approximately 15 hours) are supported by the Manager for the staff member to take this as a professional development opportunity with no vacation time necessary.
- The Office of International Education and PCC Staff Development will not provide any additional resources to assist with coverage during the employee's absence for the above-stated activities.

Please note that selected participants will not receive any compensation or release time for this initiative.

What's included in this OIE Opportunity:

Provided as part of the Instituto Cultural Oaxaca Spanish Language & Cultural Immersion Seminar -

- Program as outlined on this application (Spanish courses, excursion, lectures)
- Accommodations in homestay with one meal daily (breakfast)
- Airport pick-up & drop-off in Oaxaca.
- Entrance fees for included Monte Alban excursion.
- On-site Representative in-country (Instituto Cultural Oaxaca)
- International Accident and Sickness Insurance for the duration of the program(coverage inclusions are in the acceptance material)
- Please note this opportunity is only for PCC staff – no spouses, dependents, friends or family are allowed to accompany the participant on this experience.

The PCC Office of International Education, in addition to the cost of the program, will also provide:

- Round trip international airfare from Portland International Airport (PDX) to the seminar site abroad for the specific dates of the program. No extensions are allowed – participants will travel as a group to Oaxaca.

What's NOT Included:

- The cost of passport and international departure taxes, inoculations (if required), two meals daily (lunch and dinner), excess baggage charges, tips or any incidental expenses
- Round trip transportation from participants' home to the PDX airport for the international flights and/or any associate PDX parking fees.
- Personal expenses
- Any additional accommodation or supplementary transportation due to the start/end date of seminar.

Background Information on Instituto Cultural Oaxaca

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PCC has had a long-established relationship with the **Instituto Cultural Oaxaca** (www.instculturaloax.com.mx) for a study abroad program developed by the PCC Sylvania Spanish language faculty. Currently, our students have the opportunity to study abroad at the Instituto Cultural Oaxaca during winter term for an intensive Spanish language immersion program (www.pcc.edu/studyabroad) The Instituto Cultural Oaxaca has more than 22 years experience teaching Spanish language courses and has developed integral programs that maintain the goal of increasing the participants' competence in communication to the highest level possible. In this program, participants have the opportunity to take formal language classes appropriate to their level, apply what is learned in group conversations, further develop comprehension and speaking abilities in Cultural Workshops, and synthesize the language and culture through experiences with an intercambio (language exchange) with members of the community. Participants will take a Spanish language placement test during the orientation program and be placed at the appropriate level. No Spanish language proficiency is required to be eligible to apply for this opportunity.

Here's a brief overview of the tentative schedule for the PCC/Instituto Cultural Oaxaca Program (June 27 – July 11 or 12):

1. DAILY SCHEDULE – Monday, June 29 – Friday, July 10, 2009:

Monday – Friday	9:00 a.m. - 12:00 p.m. Grammar Classes
Monday – Friday	12:00 p.m. -1:00 p.m. Conversation Hour with Grammar Classes
Monday-Friday	1:00 p.m.- 4:00p.m. – Intercambio** or free time to relax
Monday – Thursday	2 hour workshop in the afternoons from 4-6 p.m.*

***Workshops**

Students participate, Monday through Thursday, in a two-hour workshop (usually from 4-6). Each workshop lasts for two weeks and represents a total of 16 contact hours. All classes are taught in Spanish by artisans or professors from Oaxaca. Participants select one of these depending on their level of Spanish and what the Instituto Cultural Oaxaca will offer during that week. Participants may choose from regional cooking, ceramics, back-strap loom weaving, dance (salsa and merengue), history of Mexico, or basic conversation.

Brief descriptions:

- Regional cooking - Participants visit the local markets the first day of the workshop. During the other classes students prepare a different regional food each day.
- Ceramics - Participants are encouraged to be creative as they make items out of clay. Each participant makes one or two items that the teacher will fire for them on the last day of class.
- Back-strap loom weaving - Using the same method as the master-weavers of Oaxaca, each participant makes a weaving that they can take home.
- Dance - The instructor teaches the basic steps for salsa and merengue.

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- History of Mexico - The professor uses videos and lectures to interact with students at intermediate and advanced levels of Spanish about aspects of the history of Mexico. This is for participants with a higher level of Spanish.

****Intercambios**

- An additional service we provide free of charge is one hour of conversation daily with local university students and professionals eager to speak Spanish with Institute students in exchange for a chance to practice their second language. The Intercambio hour is a time for casual conversation with native speakers and is a very popular feature of the Instituto's unique language learning program

2. SPECIAL LECTURES for PCC Participants – Tuesday evenings & Friday afternoons:

The Instituto Cultural Oaxaca has developed a series of four special lectures specifically for the PCC participants that will further provide additional insight into historical and cultural contexts on specific topics of interest. These special lectures will be held during the week in the evenings and/or Friday afternoons.

3. EXCURSION – Monte Alban – weekend excursion

Monte Alban served as the ancient capital of the Zapotecs between 500B.C. and 800 A.D. At its height, the city was inhabited by more than 40,000 residents. Today visitors can tour the site; points of interest on the Grand Plaza include temples, palaces, bas-reliefs of human figures known as the “danzantes”, a ball court, an observatory, and tombs that once held gold, silver, jade, alabaster and turquoise treasures (now housed at the Centro Cultural de Santo Domingo in Oaxaca City).

4. HOUSING – Homestay with Oaxacan family from Saturday, June 27 – Departure on Saturday, July 10 or Sunday, July 11, 2009 (private room & breakfast daily). If you are selected for this opportunity, you will also need to complete a Homestay application to be matched with a family – this will be sent to selected participants in early Spring.

Oaxacan families open the doors of their homes and offer comfortable and clean rooms to students of the Instituto. In addition, living with a family grants participants the opportunity to be in permanent contact with the Spanish language and culture and thus to further develop their comprehension and speech production abilities.

Benefits

Our goal in offering this short-term, intensive immersion experience to facilitate the following benefits:

- Updates on global issues and regions shaping world events
- Further understanding of the diverse student population at PCC.
- First-hand immersion experience of studying a foreign language in its cultural context.
- Increased understanding of the PCC study abroad program in Oaxaca.
- The opportunity to re-examine their own discipline within an international context (as applicable)
- Global perspectives to incorporate into administration, teaching and research (as applicable)

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To be considered for this opportunity, here is what you need to do:

Complete Section A – C of the application

SECTION A.

Campus:

Rock Creek Sylvania Cascade Extended Learning Campus Administrative Unit

Employment Classification:

PT (w/assignment rights) Faculty FT Bargaining Unit Faculty PT/FT Management
 PT/FT Confidential Staff PT/FT Academic Professionals PT/FT Classified Staff

Name _____ Soc. Sec. Number _____

Division/Department _____

Campus/Mailstop _____ Campus Phone _____ Home Phone _____

Home Mailing Address _____

E-mail(work and personal) _____

SECTION B. STATEMENT OF PURPOSE

Applicants please submit a two-page statement of purpose (typed) describing your objectives:

- Please address how this opportunity will aid in your professional development in the department/division in enhancing your cultural competency and Spanish language acquisition, to better serve an increasingly diverse PCC student population
- Please describe how you will share your experience with your colleagues and/or students at PCC.
- Please review page two of this application under “Attention: Management and Applicants” for your reference.

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SECTION C. SIGNATURES

Applicants must have the signature from their direct supervisor and either the Dean of Students or Dean of Instruction (depending on your department/division). Management must have the signature of their immediate supervisor **and** Campus President to apply for this opportunity. This grant only covers the cost of the workshop to a maximum of (seminar fee cost), RT international airfare. Staff time is not covered.

- This initiative is supported by the PCC Executive Staff to recognize an organizational initiative to encourage cross-cultural understanding and communication. While this opportunity is supported by the PCC Executive Staff, it is at the Manager's discretion to consider if the required two-page Statement of Purpose addresses and supports the staff member's professional development in their department/division and aides in their Spanish language acquisition and cultural competency of an increasingly diverse PCC student population.
- If the Manager approves this by way of their signature in Section C of the application, then the two-week Instituto Cultural Oaxaca Program as well as the identified pre-departure (April 10) and follow-up activities (approximately 8-15 hours – please see below under “To Applicant” for identified activities) are supported by the Manager for the staff member to take this as a professional development opportunity with no vacation time necessary.
- The Office of International Education and PCC Staff Development will not provide any additional resources to assist with coverage during the employee's absence for the above-stated activities.

TO APPLICANT: After reading the following statement, please sign below indicating your acceptance.

To the best of my knowledge, all of the information contained on this form is true and accurate. Upon completion of the seminar abroad, I agree to complete the following by the dates identified (10 hour time commitment):

1. *Participate in a required pre-departure orientation meeting to discuss trip and participant expectations on Friday, April 10 (location and time TBD).*
2. *Participate in one TLC event during International Education Week or during fall term as part of a panel and a individual presentation about the experience and an individual or panel presentation at a departmental or division meeting. Participate in the continued support to the participants upon return, additional meetings and/or presentations will be scheduled pending funding).*
3. *I understand that I will not receive further compensation beyond my participation in the PCC/Instituto Cultural Oaxaca Program outlined in items 1 and 2 above.*

I understand that I am responsible for securing my own passport and am responsible for any personal expenses outside of the stated items covered by the workshop seminar as noted above.

_____ Date

_____ Signature of Applicant

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**TODIVISIONDEAN/ DEAN OF INSTRUCTION/DEAN OF STUDENTS
(FOR CLASSIFIED, AP, CONFIDENTIAL, FACULTY APPLICANTS)**

TO IMMEDIATE SUPERVISOR (FOR MANAGEMENT APPLICANTS):

Please sign below to indicate that you have reviewed and support this completed application.

PCC/Instituto Cultural Oaxaca (Mexico)

I am supportive of the applicant participating in the PCC/Instituto Cultural Oaxaca program during summer 2009 and understand that the Office of International Education will only pay for the cost of the language program, homestay, and round-trip international airfare from PDX to destination abroad. I will also work with the participant to coordinate their presentation at a departmental or division meeting of your determination about this opportunity during fall term.

Classified Staff, Academic Professionals, Confidential Staff, Faculty– Please secure the signatures of your direct supervisor or Division Dean and the Dean of Instruction/Dean of Students (As applicable)

Date

Signature of Division Dean

Print name of Division Dean /PCC E-mail Address and Phone extension

Date

Signature of Dean of Instruction

Print name of Division Dean /PCC E-mail Address and Phone extension

MANAGEMENT – Please secure the signature of your immediate supervisor

Date

Signature of immediate supervisor.

Print name of immediate Supervisor/PCC E-mail Address and Phone extension

Date

Signature of Campus President.

Print name of Campus President/PCC E-mail Address and Phone extension

E. Submit the above-mentioned items (A-C) to the Office of International Education (RC 3/223) or fax 503 614 7170 no later than 5 p.m. on Friday, March 6. All applicants will be notified of their selection by Friday, March 27, 2009.

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ADDITIONAL INFORMATION FOR SELECTED APPLICANTS Selected applicants will be notified by Friday, March 27, 2009. **If you are selected to participate in this PCC/Instituto Cultural Oaxaca opportunity you will be required to:**

Prior to departure

ACTIVITY	DATE OF COMPLETION	COMMENTS
<p>Classified staff, AP, Faculty & Management</p> <ul style="list-style-type: none"> ▪ Connect with your health care provider to determine if any vaccinations are necessary. ▪ Apply for a U.S. Passport (if you currently are not in possession of one) – this is at your own expense (www.travel.state.gov) ▪ PCC Travel Authorization Form (TAF). The Office of International Education (OIE) will fill the form according to Instituto Cultural Oaxaca program dates. You will need to sign the form (to be completed at the required orientation on April 10) ▪ Attend a required PCC Pre-departure orientation to discuss trip and project expectations (Friday, April 10). <p>Estimated Time Commitment: 4 hours</p>	<ul style="list-style-type: none"> ▪ Complete the application for the Instituto Cultural Oaxaca (instructions will be provided later). ▪ The TAF will be used to make airline reservations approximately prior to departure on Saturday, June 27. The Office of International Education will make all travel arrangements through Azumano Travel. ▪ Please note that travel dates will be departing PDX on Saturday, June 27 and returning to PDX from Oaxaca on either Saturday, July 11 or Sunday, July 12, 2009. ▪ No extensions of travel dates will be permitted. If selected for this opportunity, you will travel with the group of PCC participants. 	<ul style="list-style-type: none"> ▪ You are responsible for securing your own passport. ▪ You are responsible for any fees for changes to airline tickets once booked.

For any reason, if you are not able to participate in the program, send a written notification of withdrawal to the Office of International Education (Fax 503 614 7170) for PCC to receive a refund of cost.

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ADDITIONAL INFORMATION FOR SELECTED APPLICANTS. Selected applicants will be notified by Friday, March 27 2009. **If you are selected to participate in this PCC/Instituto Cultural Oaxaca opportunity you will be required to:**

Upon return

ACTIVITY	DATE OF COMPLETION	COMMENTS
<p>Classified, AP, Faculty & Management Present individually or as part of a panel about the PCC Instituto Cultural Oaxaca Seminar experience during International Education Week or fall term Estimated Time Commitment: 4 -6 hours</p>	<ul style="list-style-type: none"> ▪ Individual or Panel presentation during International Education Week in November. ▪ Individual or panel presentation to your department/division about the experience. 	<ul style="list-style-type: none"> ▪ During International Education Week in November, you are responsible to organize the content of the presentation and let Marcio Lemos, Coordinator of International Education Activities (mlemos@pcc.edu) the date/campus location of the presentation. ▪ Please work with your supervisor as to when you will give an individual or be part of a panel presentation to your department/division during fall term. You are responsible to organize the content and date of presentation.
<p>Classified, AP, Faculty & Management Participate in additional meetings or presentations to further support the internationalization efforts. Estimated Time Commitment: 5 hours</p>	<ul style="list-style-type: none"> ▪ TBD, pending funding and needs of college. 	