

Portland Community College
Instituto Cultural Oaxaca, Mexico Program
Summer 2012

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 9 at 5:00 pm.

Send completed application to:
Office of International Education
RC 3/223 or Fax: 971-722-7170
QUESTIONS: jane.walster@pcc.edu

The specific purpose of this application is to provide 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. The program promotes international understanding through participation in a Spanish language & cultural immersion program at the Instituto Cultural Oaxaca, Mexico from Saturday, June 30 – Saturday, July 14 (possible return on July 15, depending on flight availability). The Instituto Cultural Oaxaca, Spanish Language & Cultural Immersion Program complement existing Office of International Education (OIE) internationalization 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 15-20 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 during the program. If selected for this opportunity, participants will travel as part of a group to Oaxaca departing Portland on Saturday, June 30 and returning on Saturday, July 14 or July 15, 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" and 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 13, participate in an individual or panel presentation during International Education Week in November 2012, participate in an individual or panel presentation for their department/division, and participate in additional meetings and presentations, such as promoting PCC Study Abroad opportunities, to further the internationalization efforts of PCC. (15 hour time commitment).** Participants will not receive additional compensation for the identified pre-departure and post-return activities.

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Attention Management & Prospective Applicants:

- 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 appropriate and tangible benefits relative to the staff member's position at PCC, aides in Spanish language acquisition and/or provides cultural competency skills needed to work with an increasingly diverse PCC student population. Successful statements of purpose should detail how participants will benefit professionally from this experience and also explain how their experiences in Mexico will benefit PCC.
- 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 13) and follow-up activities (approximately 15 hour time commitment) 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:

- ✓ 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 will be included 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), 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 or end date of program.

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Background Information on Instituto Cultural Oaxaca

PCC has had a long-established relationship with the **Instituto Cultural Oaxaca** (www.instculturaloax.com.mx) due to a study abroad program developed by the PCC Sylvania Spanish language faculty. PCC 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 in 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 30 – July 14 or 15)

1. DAILY SCHEDULE IN MEXICO – Monday, July 2 – Friday, July 13, 2012:

Monday – Friday	9 am – 12 pm	Grammar Classes
Monday – Friday	12 pm – 1 pm	Conversation Hour with Grammar Classes
Monday-Friday	1 pm – 4 pm	Intercambio or free time to relax
Monday – Thursday	4 pm – 6 pm	2 hour workshops

Workshops

Students participate, Monday through Thursday, in a two-hour workshop (usually from 4-6 pm). 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 a variety of classes including:

- 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.
- 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 workshop is for participants with a higher level of Spanish.

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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 of popularity, 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 30 to departure on Saturday, July 14 or Sunday, July 15, 2012 (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. The application 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 everyday contact with the Spanish language and Mexican culture and thus to further develop participants' comprehension and speech production abilities.

Benefits

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

- 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).
- Updates on global issues and regions shaping world events
- Further understanding of the diverse student population at PCC.
- Global perspectives to incorporate into administration, teaching and research (as applicable).

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To be considered for this opportunity, complete Section A – C of this application.

SECTION A.

Please check your home campus

Rock Creek Sylvania Cascade Extended Learning Campus Administrative Unit

Please check your 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 _____

PCC email _____

SECTION B. STATEMENT OF PURPOSE

Applicants must submit a two-page, typed, statement of purpose addressing the following questions. Please include specific details and examples in your responses:

1. How will this opportunity enhance your professional development, aid in Spanish language acquisition and/or provide cultural competency skills?
2. How will this experience allow you to better serve an increasingly diverse PCC student population?
3. How you will share your experience with your colleagues and/or students at PCC?
4. What other benefits do you anticipate receiving from your participation in this program?

Please review page two of this application under "Attention: Management and Applicants".

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SECTION C. SIGNATURES

Applicants must have signatures from their direct supervisor and either the Dean of Students or Dean of Instruction (depending on your department/division). Management must have signatures 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) and 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 appropriate and tangible benefits relative to the staff member's position at PCC, aides in Spanish language acquisition and/or provides cultural competency skills needed to work with an increasingly diverse PCC student population. Successful statements of purpose should detail how participants will benefit professionally from this experience and also explain how their experiences in Mexico will benefit PCC.
- 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 13) and follow-up activities (approximately 15 hours: see below under "To Applicant" for identified activities), are supported by the Manager who will allow 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 the following:

1. Participate in a required pre-departure orientation meeting to discuss trip and participant expectations on **Friday, April 13** (location and time TBD- 4 hour time commitment).
2. Participate in one event during International Education Week or during fall term as part of a panel and an individual presentation about the Oaxaca experience (4 hour time commitment).
3. Participate in a panel or individual presentation during fall term for my department/division about the Oaxaca experience. (2 hour time commitment).
4. Participate in additional meetings and/or presentations to further the internationalization efforts of the college (5 hour time commitment).
5. I understand that I will not receive additional compensation for my participation in the activities outlined above.

Note: A PCC selection committee will review applications without the names of the applicants but with respect to selecting a diversity of applicants across campuses, disciplines, positions and departments.

I understand that I am responsible for securing my own passport and for any personal expenses outside of the stated items covered by the Oaxaca program as noted in this application.

Date

Signature of Applicant

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TO: DIVISION DEAN/ 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.

I am supportive of the applicant participating in the PCC/Instituto Cultural Oaxaca program during summer 2012 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 work with the participant to coordinate their presentation about the Instituto Cultural Oaxaca experience at a departmental or division meeting during fall term.

CLASSIFIED STAFF, ACADEMIC PROFESSIONALS, CONFIDENTIAL STAFF, FACULTY

Please secure signatures as applicable:

Date

Signature of Division Dean

Print name of Division Dean

PCC phone

PCC email

Date

Signature of Dean of Instruction

Print name of Dean of Instruction

PCC phone

PCC email

MANAGEMENT – *Please secure the signature of your immediate supervisor and campus President.*

Date

Signature of immediate supervisor

Print name of immediate supervisor

PCC phone

PCC email

Date

Signature of campus President

Print name of campus President

PCC phone

PCC email

E. Submit items (A-C) to the Office of International Education (RC 3/223) or fax 971-722-7170 no later than 5 p.m. on Friday, March 9th. All applicants will be notified of their selection by Friday, March 30, 2012.

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ADDITIONAL INFORMATION FOR SELECTED APPLICANTS

Selected applicants will be notified by Friday, March 27, 2012. 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><input checked="" type="checkbox"/> Connect with your health care provider to determine if any vaccinations are necessary.</p> <p><input checked="" type="checkbox"/> 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).</p> <p><input checked="" type="checkbox"/> Complete a PCC Travel Authorization Form (TAF). You will complete and sign the form. The form must be completed at the required orientation on April 13th and submitted to the Office of International Education.</p> <p><input checked="" type="checkbox"/> Attend the required PCC pre-departure orientation to discuss the trip and project expectations on April 13th.</p> <p>Estimated time commitment: 4 hours</p>	<p><input checked="" type="checkbox"/> Complete the Instituto Cultural Oaxaca application. Instructions will be provided at a later date.</p> <p><input checked="" type="checkbox"/> The TAF (Travel Authorization Form) will be used to make airline reservations. The Office of International Education will make all travel arrangements through Azumano Travel.</p> <p><input checked="" type="checkbox"/> All participants will depart PDX on Saturday, June 30 and return to PDX on Saturday, July 14 or Sunday, July 15.</p> <p><input checked="" type="checkbox"/> No extensions of travel dates will be permitted. If selected for this program, you will travel with the group of PCC participants.</p>	<p><input checked="" type="checkbox"/> You are responsible for securing your own passport and travel to and from PDX.</p> <p><input checked="" type="checkbox"/> You are responsible for any fees for changes to airline tickets once booked by the Office of International Education.</p>

If for any reason you are not able to participate in the program, send a written notification of withdrawal to the Office of International Education,

Fax: 971-722-7170 or e-mail: jane.walster@pcc.edu.

A written notification may allow PCC to receive a refund for the cost of the program.

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ADDITIONAL INFORMATION FOR SELECTED APPLICANTS

Selected applicants will be notified by Friday, March 30, 2012. 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</p> <p><input checked="" type="checkbox"/> Present your Oaxaca experiences individually, or as part of panel, during International Education Week.</p> <p style="text-align: center;">Estimated time commitment: 4 hours</p> <p><input checked="" type="checkbox"/> Present your Oaxaca experiences individually, or as part of a panel, to your department/division.</p> <p style="text-align: center;">Estimated time commitment: 2 hours</p> <p><input checked="" type="checkbox"/> Participate in additional meetings or presentations to further support PCC internationalization efforts.</p> <p style="text-align: center;">Estimated time commitment: 5 hours</p>	<p><input checked="" type="checkbox"/> Individual or panel presentations will be completed during International Education Week (November 2012).</p> <p><input checked="" type="checkbox"/> Individual or panel presentations to your department/division will be completed during fall term 2012.</p> <p><input checked="" type="checkbox"/> Participation in PCC internationalization efforts as time allows.</p>	<p><input checked="" type="checkbox"/> During International Education Week in November, you are responsible for organization the content of your presentation. Contact the Activities Coordinator (ois.activities@pcc.edu) in the Office of International Education for advertising your presentation, scheduling the location and identifying additional equipment or supplies that may be needed.</p> <p><input checked="" type="checkbox"/> Work closely with your supervisor to schedule a time and place for your individual or panel presentation to be offered to your department/division during fall term. You are responsible for organizing the content and logistics of this presentation.</p> <p><input checked="" type="checkbox"/> See the OIE website for additional ideas about how to participate in PCC's internationalization efforts.</p>