



Two-Week Faculty/Administrators' Exchange Program

Overview

The Illinois Consortium for International Studies and Programs (ICISP) is pleased to be able to offer a Two-Week Faculty/Administrators' Exchange Program with China (Xi'an), Russia (Yekaterinburg), the Netherlands, Finland and Switzerland. The faculty member or administrator will be matched as closely as possible with a faculty member or administrator with similar job responsibilities. Other match factors such as age, gender, personal interests, and family composition will be incorporated into the matching process when possible. The two-week period will allow for approximately nine days of professional exchange, three days of weekend time, plus a day for orientation upon arrival. English is spoken in most exchange locations, which enhances both the professional and personal aspects of the exchange. However, in Finland, classes will be held in Finnish.

Arrangements for the exchanges are made by ICISP in cooperation with the home college. These exchanges involve home stay to defray some costs of the exchange and to provide increased opportunities for exposure to the cultural aspects of the exchange. ICISP exchange participants will first host their incoming exchange partners in mid-October, and complete their outgoing exchange visit in mid-May.

Qualifications

To qualify for the program, all participants must:

1. Be a full-time employee of the college;
2. Complete the application form;
3. Complete any home college procedures for application;
4. Make a commitment to share the experience upon return;
5. Make a commitment to complete an evaluation of the experience upon return.

Exchange Locations

Regardless of your exchange location, you will be able to study and observe students, faculty and administrators in post-secondary studies. Most of the exchange sites are similar to American community and technical colleges. The sites provide vocational career education to both full-time and part-time students of all ages. Some of the sites provide a third or fourth year of study for students in particular fields. General education courses are offered in all of these vocational programs thus enabling us to provide some exchanges for faculty teaching general education courses.

Exchange Matching Variables

A thorough completion of the application form is very important to the exchange process. The professional objectives for the exchange are the primary criteria for making your match; however, factors such as age, gender, and personal interests will be taken into consideration because of the home stay exchange aspect. We want our exchange partners to enjoy the home stay as well as the professional study part of their exchanges. We will also try to take into consideration such factors as smoking and diet preferences.

Timetable

February	Applications made available
April 1	Application with appropriate college signatures due to ICISP
April/May	Preliminary matches made
June	Notification of successful matches Visa Process begins for China and Russia exchange participants
July	Late matches as necessary
Mid-September	Orientation
Mid-October	Arrival of participants abroad
Mid-May	Departure of US participants

US participants will be expected to make arrangements to pick up their exchange partner at O'Hare, Madison, Appleton, or St. Louis when they arrive and to return or provide transportation to the airport for departure.

Costs

Host College's Obligations

Airfare	\$1000.00 - \$1500.00 (depending on destination country)
ICISP Administrative fee	\$100.00
Orientation fee for visitor	\$100.00 approximate
Ordinary professional expenses (conference and other fees)	

Host's Obligations

Room and board (Includes all meals during stay.)
Ordinary entertainment or entertainment at the host's invitation
U.S. participant health insurance if needed
Gifts
Optional travel related to return visit
Arrangements necessary for visa (China and Russia)
A passport valid 6 months after travel date

Exchange Visitor's Obligations

Optional travel related to visit
Gifts
Arrangements necessary for visa (China and Russia)
A passport valid 6 months after travel date

Orientation

After notification of acceptance into the program, all participants are required to attend the orientation scheduled for a Saturday in September. Orientations are typically held at Elgin Community College, Fox Valley Technical College, John A. Logan College, and Parkland College. This orientation is essential for all participants; attendance is a condition for participation in the program. Detailed information about this orientation will be sent to all participants after their acceptance into the program.

Schedule of Activities

To make this a valuable experience, a schedule of activities will be arranged for the overseas participant by the US host, taking into consideration the expressed interests of the overseas participant. The following are some of the types of activities participants may elect to participate in: lecturing or giving lab demonstrations on pre-arranged topics, speaking to faculty or community groups, observing the programs offered to learn about a different system of education, visiting other colleges or universities, visiting community-based professional, business, industrial, or social organizations, having a chance to socialize with people of another country, and seeing some of the local area.

Housing

During your exchange, you will be expected to provide room and board for your guest while he/she is in our country, and you will stay with your counterpart while in their country. Accommodations do not need to be elaborate, but separate sleeping facilities and appropriate bathroom facilities are a necessity. Consideration should also be made related to laundry, phone usage, and weekend family activities.

Assistance During the Exchange

To ensure the best possible exchange, participants are asked to work closely with their home college ICISP representative and the destination coordinators in the States. The home college ICISP representative is available to both the host and the participant abroad if questions or problems should arise in the US.

Health Insurance

Please check your home college insurance to see if out-of-country travel is covered. Purchase of travel health coverage is recommended especially if additional travel is planned.

Travel

The short duration of this visit does not allow for extensive travel in your host country. You can gain a great deal from spending your weekends with your host family during both parts of the exchange. If you desire to extend your stay following the professional part of your exchange in May, you may make arrangements for this at the time that you arrange for your tickets.

Note: This is a professional exchange: Spouse/children/significant others are not welcome to join you during this exchange. We encourage you to invite them to join you following the professional exchange, if you so desire.

Evaluation

Following the exchange, participants are asked to complete an Evaluation of the Program form, which will be provided in June. This information will assist ICISP in improving the program in subsequent years.

Additional Information

Consult with your home college ICISP representative or another faculty or administrator on your campus who has participated in the program.

Destination Coordination**EU EXCHANGES**

Sangeeta Kumar/(708) 596-2000, ext. 2574/ skumar@southsuburbancollege.edu

Albert Jackson/(708) 596-2000, ext. 2349/ajackson@southsuburbancollege.edu

XI' AN, CHINA EXCHANGE

Li-hua Yu/SOC461@clcollinois.edu/(847) 543-2741

YEKATERINBURG, RUSSIA EXCHANGE

Irina Del Genio/idelgenio@elgin.edu/(847) 214-7864