



## 2019-2020 Two-Week International Professional Exchange Program Overview

### Overview

The Illinois Consortium for International Studies and Programs (ICISP) is pleased to announce that applications are now being accepted for the 2019-2020 Two-Week International Professional Exchange Program.

**US Hosting Dates: October 12-26, 2019 for China, Finland and the Netherlands**

**Visiting Dates: May 9-May 23, 2020 for China, Finland and the Netherlands**

This innovative international exchange program matches U.S. faculty and administrators with counterparts from China, Finland and the Netherlands with the goal of engaging in intercultural understanding, professional development, and promoting global understanding. Applicants will be matched as closely as possible with an overseas participant with similar job responsibilities. Other 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. During the exchange, matched participants reside in their host's home to help defray some costs of the exchange and to provide increased opportunities for exposure to the cultural aspects of the exchange.

Arrangements for the exchanges are made by ICISP in cooperation with the home college. ICISP exchange participants will first host their incoming exchange partners in mid-October 2019, and complete their outgoing exchange visit in May 2020.

### Qualifications

**To qualify for and participate in the program, all applicants must:**

1. Be a full-time or part-time faculty or administrator (or similarly classified) employee of an ICISP member college at the time of application, and remain in that status for the duration of the program. Please note full-time applicants will be given first consideration.
2. Complete the application form and agree to the terms and conditions of the program;
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 the exchange location, participants will be able to study and observe students, faculty and administrators in post-secondary settings. 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 a match; however, factors such as age, gender, and personal interests will be taken into consideration because of the homestay exchange aspect. Because we want our exchange partners to enjoy the homestay 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.

Exchange matching is arranged by ICISP exchange contacts and communicated by ICISP staff to ICISP representatives. Other arrangements or changes are not permitted without involvement and approval of the ICISP Office.

Each year the applicant pool varies. Applicants who are not matched are strongly encouraged to reapply the following year.

## **Timetable**

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<b>February</b>	Applications made available
<b>April 1</b>	Application with all additional forms and appropriate college signatures due to ICISP
<b>April/May</b>	Preliminary matches made
<b>May/June</b>	Notification of successful matches
<b>July</b>	Late matches as necessary
<b>Mid-September</b>	Mandatory On-Line Orientation to be completed prior to the exchange
<b>Mid-October</b>	Arrival of participants from abroad
<b>Mid-May</b>	Departure of US participants

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## **Costs and Obligations**

### **ICISP College's Obligations (per participant)**

- Airfare to travel to exchange destination, approximately \$1,200-\$1,600 (depending on destination country) unless there is a pre-arranged understanding between the participant and home college as to how airfare costs will be paid;
- Any associated visa fees for travel to China;
- ICISP administrative fee, \$125.00 per participant (includes mandatory insurance coverage through CISI);
- and ordinary professional expenses (conference and other fees).

### **Hosting Participant's Obligations**

- Hosting the entire two consecutive weeks of the program (if not fulfilled, reciprocal travel options should be discussed with participant's home institution exchange coordinator)
- Room and board (all meals during stay)
- Local transportation
- Ordinary entertainment or entertainment at the host's invitation
- US participants will be expected to make arrangements to pick up their exchange partner at O'Hare, Madison, Appleton, Indianapolis, or St. Louis when they arrive and to return or provide transportation to the airport for departure.

### **Obligations to Visiting International Participants**

- Optional travel related to visit (for participants electing to extend their travel, all costs will be the visiting participant's personal responsibility)
- Gifts
- Obtain or possess a passport valid 6 months after travel period
- Obtain visa (for China exchanges)
- Have health insurance coverage valid for the duration of the travel period

## **Orientation**

A few weeks prior to the arrival of the exchange visitors to the U.S., all ICISP participants will receive information about the mandatory on-line orientation, and will be required to complete this session prior to the start of the exchange program. This orientation will provide detailed information about hosting and visiting that participants should find very useful.

## **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 the exchange, participants will be expected to provide room and board for their international guest for the two weeks he/she is in the country, and U.S. participants will stay with their counterpart for two weeks in his/her country. Accommodations do not need to be elaborate, but separate sleeping facilities and appropriate bathroom facilities are a necessity. Shared bedrooms are not acceptable. Consideration should also be made related to laundry, phone usage, and weekend activities.

**Assistance during the Exchange**

To ensure the best possible exchange, participants are asked to work closely with their home college ICISP voting representative and the exchange committee contacts. The home college ICISP representative is available to both the host and the exchange visitor if questions or problems should arise while in the US.

**Travel**

The short duration of this visit does not allow for extensive travel in the host country. Participants can gain a great deal from spending weekends with their host family during both parts of the exchange.

Participants must recognize that it requires commitment to providing a meaningful and rich experience to their visiting partner, and should set aside adequate time to fulfill all hosting requirements. The effort must be collaborative in which it is expected that both parties communicate effectively. In order to achieve a mutually beneficial exchange, participants are encouraged to get to know their partners and establish a program, both at the academic as well as personal level, via Skype, email or phone prior to the arrival of the visitor on campus. Participants should be prepared to meet the hosting obligations of the entire two-week time frame, and understand the time commitment required by the exchange prior to applying for the program.

**Note: This is a professional exchange:** Spouse/children/significant others are not allowed to join participants during this exchange. We encourage participants to invite others to join them after the professional exchange, if so desired.

**Insurance**

All participants will be enrolled in the mandatory insurance plan through CISI. The cost is included in the program fees of \$125. The insurance coverage will only be inclusive of the two weeks overseas with the program. If optional travel is done before or after the program dates, participants are responsible for securing insurance to cover the personal travel time. This is more than a medical insurance policy. It also includes, but is not limited to, emergency medical and security evacuation, and repatriation. A copy of what is covered, a medical card, and the claim form will be provided to all participants when enrolled in the plan.

**Evaluation**

Following the exchange, participants are asked to complete an Evaluation of the Program, which will be provided in June 2020. This information will assist ICISP in improving the program in subsequent years.

**Additional Information**

Participants should consult with their home college ICISP representative or another faculty or administrator on their campus who has participated in the program.

**Exchange Contacts:**

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