

# Ohlone College Sydney Program 2006

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Kay Harrison  
Coordinator of International Education  
Ohlone College  
Fremont, CA 94539

July 10, 2006

Ohlone College Fall 2006 Semester in Sydney

Dear Ms. Harrison:

Please find enclosed CAPA's proposal for the program referenced above.

In designing this proposal, I have taken your requirements into account and have addressed some specific concerns as follows:

- Students will be housed in twin homestays for the duration of the program, including half board (2 meals) daily.
- Two adjunct courses will be taught on subjects to be determined.
- Two full day excursions are included, including coach, escort and guide, destinations to be determined at a future date.

I would also like to draw your attention to CAPA's emphasis on Maximizing Study Abroad, a unique aspect of all our programs. We are confident that this program will be an outstanding experience for your students.

Please note that our proposal comprises the entirety of this document.

After you have reviewed the proposal, please do not hesitate to contact me with any questions or changes you would like to make. If the proposal is satisfactory, please sign the enclosed letter agreement (found on the last page of the proposal) and return it to the contracts administrator.

Sincerely,

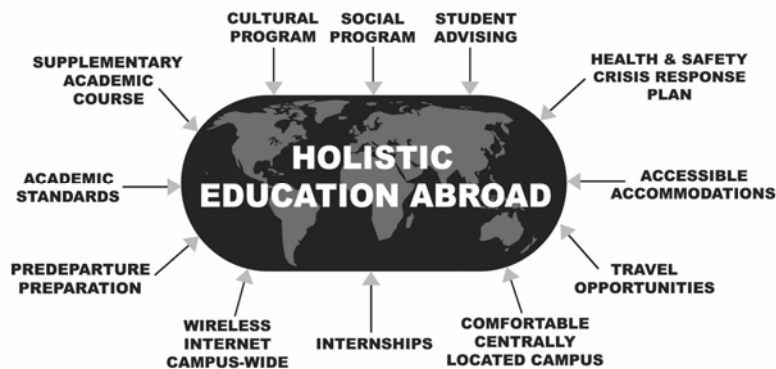
Caroline Andrews  
Program Development Specialist

# CAPA Sydney Center

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## A Strategy for Holistic Learning Abroad

CAPA is dedicated to the principles of Maximizing Study Abroad which is the focus of our centrally located Sydney campus. CAPA student advisers encourage and actively facilitate student participation in academic, social, cultural, athletic, and charitable activities in the local community, and faculty blend many of these activities into the curriculum. CAPA's extensive internship program brings many students into the workplace to gain valuable work experience and achieve cultural immersion. This holistic approach is consistent with CAPA's endeavors to support home-campus efforts to reach out to all students (particularly underrepresented groups) by offering an integrated curriculum, and to ensure a meaningful education-abroad experience for all participants.



The CAPA Sydney Center is located in the North Sydney area of the Lower North Shore, an area of quiet leafy streets lined with Victorian-era homes, parks and Kirribilli House, the official residence of the Australian Prime Minister. A short ferry ride across Sydney's famous harbour is the historic Rocks district. The campus is well served by public transport with easy access to all parts of the city.

Students live within commuting distance of the center, either in homestays, in shared apartments, or in dormitories.

The campus has fully equipped classrooms, a faculty office, a computer lab, a student lounge, wireless Internet access, local library access, and a resource room.

CAPA students are only a short distance from the North Sydney Leagues club\*, which has subsidized bars, sporting and social events and a complete athletic facility with a pool, exercise classes and more.

\* Some user fees apply

## Campus Life

The CAPA center is a lively place with a strong sense of community. Regular activities encourage interaction between students from the many institutions represented on campus and at local university campuses. These include outings to museums, concerts, and lectures, as well as special events such as holiday dinners, picnics, and walking tours covering lesser-known parts of the city.

Regular weekend excursions to local and not-so-local places of interest are arranged and are extremely popular.

Informative newsletters highlighting current events, cultural topics and updates on program activities are distributed every Monday.

## Community Contact

CAPA actively encourages students to explore beyond the confines of the campus in order to meet and interact with the full-time residents of the city.

CAPA students are encouraged to participate in meetings, discussion groups and cultural evenings with representatives of the many ethnic and religious minorities who give Sydney its rich cosmopolitan flavor.

Student volunteers participate in a number of community outreach programs that benefit the elderly and the poor.

Drama, music, and dance evenings are regular events and students are encouraged to join local groups.

Athletes have numerous opportunities to join local sports teams, or to participate on a casual basis in local parks.

## Internships

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CAPA has an extensive network of internship sites available across our program centers. These include businesses of every kind, as well as nonprofit and nongovernmental organizations. Our local staff visit each CAPA internship site, many of which are frequent recipients of CAPA interns. Students are placed in sites that best meet their individual interests and abilities and are within commuting distance of the center.

Students participate in an interactive seminar to prepare them for their internship experience. Group orientation exercises are used to examine issues of culture and integration, and focused individual sessions examine site-specific information.

All internships are contingent upon a successful interview with the internship-host organization, which will take place right after the student's arrival and orientation. A seminar on interview techniques is presented prior to the interview.

Internship students are required to participate in a seminar series entitled "Perspectives on Experiential Learning Abroad." Faculty act as internship mentors to ensure that participants have academic guidance during their internships. Students produce papers, write reflective journals, and make oral presentations examining the real learning that occurs during their programs. Students produce a portfolio at the end of the internship that must meet clear academic criteria in order for the student to attain credit for the internship.

Students are monitored throughout their internships to ensure that they are receiving appropriate training and guidance. At the end of each session, students evaluate their experience. These evaluations are shared with their home campus.



**Terry Sheen**  
Associate Director,  
International  
Internships

Since 1995, Terry has managed CAPA's internship program. She has been a presenter at the NAFSA and CIEE conferences on Internship Development and Experiential Education.

## Advising

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The CAPA Student Advising team is the principal contact for our students, providing academic, internship, and life counseling, as well as general guidance and support.

Students receive a first-night pack on arrival, including information on telephoning home, changing money, safety and emergency numbers, and a map.

Students receive comprehensive on-site orientations that incorporate focused messages on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. These orientations cover health and safety issues, potential health and safety risks, and appropriate emergency response measures. CAPA provides all participants with comprehensive information regarding available medical and professional services abroad, including those catering to emotional needs and specialized care.

### Academic Advocacy

CAPA advisers will liaise with designated faculty to arrange academic counseling for students who are experiencing difficulties in any of their courses and feel that they could benefit from extra help.

### Personal Growth

CAPA encourages students to take responsibility for themselves and their actions, to share and examine values, to make responsible decisions, and to form mature relationships.

## Liaison with Home Campus

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CAPA's goal is to act as an extension of your home campus. CAPA will remain in contact with the home campus throughout the program, keeping you aware of student and faculty progress.

Decisions on major issues—such as health and safety, student conduct, and program disruption—will be made in partnership with the home campus.



**Alexandra Booij,**  
Director of  
International Programs,  
is a specialist in  
academic affairs,  
career advocacy,  
and student  
development and  
advising.

# Academic Standards for Courses Taught by CAPA Faculty

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## Academic Standards

The Director of Academic Affairs is responsible for the development and implementation of academic standards and policies in CAPA centers. One CAPA adjunct serves as faculty chairperson. The faculty chairperson works closely with the Director of Academic Affairs to ensure that academic standards are maintained and assists in the recruitment and management of CAPA adjunct faculty.

## Course Requirements

CAPA syllabi outline individual course requirements in a standard format that is approved by the Director of Academic Affairs. Students must complete all required course components by the established deadlines; failure to do so may result in a grade of F for the course in question.

Students are expected to maintain the highest standards of academic behavior. This applies to all aspects of academic activity, especially attendance in class, punctuality, and courteous participation in discussion. Students will be expected to demonstrate communication skills appropriate to the level of study. CAPA ensures that a policy of fairness is maintained in all dealings with students and that full guidance is available to them on all academic matters.

## Course Evaluations

Upon finishing their courses, students are asked to complete anonymous course evaluations, which are carefully reviewed each semester by CAPA faculty and staff.

*An expanded statement of academic standards is available upon request.*



**Dr. Maryélise  
Lamet**, Director of  
Academic Affairs

Maryélise has served for 26 years in many education-abroad capacities, including Director of Education Abroad at the International Programs Office of the University of Massachusetts Amherst.

## Health and Safety

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CAPA endorses the guidelines published by the NAFSA Interorganizational Task Force on Safety and Responsibility in Study Abroad. A leader in health and safety management, CAPA has implemented the following policies and procedures for managing emergency situations that occur abroad:

### Preparedness

CAPA maintains a comprehensive health and safety plan in order to ensure a safe and productive learning environment for students and faculty.

### Continuous Assessment

CAPA staff members receive regular training from an organization specializing in crisis management and support, and comprehensive and ongoing health and safety training, including guidelines on referral and working within the limitations of their own competencies.

### 24—Hour Emergency Contact

CAPA provides 24-hour emergency telephone coverage for faculty and students in distress.

### Student Insurance

CAPA provides insurance for each student and traveling faculty member, including health, travel and accident coverage; emergency evacuation and repatriation; basic accident; sickness; trip cancellation; trip delay; trip interruption; and baggage loss. Additional coverage is also made available to participants.

### Registration Abroad

CAPA is registered with the U.S. Embassy and is on the State Department's advisory list to receive regular updates on security issues abroad. These updates are always communicated to students.

### Communication with the Home Campus

CAPA keeps home campuses informed of the welfare of their students and faculty, and informs them of issues arising abroad.



**John Christian**, Executive Director of CAPA, has been a contributor in the education-abroad field since 1987. He is currently an active member of the NAFSA trainer corps and conducts professional development workshops in health and safety management for education-abroad programs.

# Predeparture Assistance

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## Recruitment

CAPA will monitor your recruitment efforts and provide assistance subject to your needs. This may include designing a recruitment plan, establishing a timeline, assisting with program brochures, publicity materials and methods, use of school web site and newspaper, and other strategies.

## Program Management

CAPA works in partnership with your institution to ensure an efficient and friendly experience for all involved. CAPA's U.S.-based staff work closely with you to ensure that each detail of the program is taken care of. They will provide answers to your questions; will prompt you to forward information as needed; and will send you the final housing, flights, and other program details as applicable.

## Financial Accounting

For institutions paying CAPA directly, we will forward invoices according to the agreed-upon schedule.

When students are paying CAPA directly, we will send individual invoices and deal with all questions that arise regarding billings, payments, and financial aid. CAPA has a dedicated toll-free number for students to contact us.

## Student Predeparture Information

Before your program begins, CAPA will send information packs for each student that contain a site manual with everyday information as well as in-depth predeparture health and safety information to help students and their parents make informed decisions concerning their preparations for study abroad.

We also send information on phone cards, renting cell phones, and included insurance as well as optional insurance options.



**Tim Sweeney,**  
Senior Vice  
President

Tim has worked with CAPA for 7 years. He oversees US operations, program development, student services, budgeting and flights.

# Sydney Program 2006

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## 1. PROGRAM DATES

Departure from the United States:	Wednesday, September 6, 2006
Arrival in Australia:	Friday, September 8, 2006
Departure from Australia:	Monday, December 4, 2006
Mid Term Break dates:	Start: October 23, 2006 Finish: October 27, 2006

### OPTION 1

No classes will be held the week of October 23 through October 27, 2006. Housing will still be available for those students not traveling.

## 2. STUDENT SERVICES

### Flights

Round-trip airfare included

### Accommodations

Twin Homestay

### Meals

Daily continental breakfast and dinner at the homestay

## Group Events

Arrival party

Farewell party

Holiday CAPA Dinner

### **3. FACULTY SERVICES FOR ONE FACULTY**

#### Flights

Round trip airfare included

#### Accommodations

Accommodations for the program dates for each instructor in a furnished one-bedroom apartment in Sydney.

#### Other Services

The following services as listed for the students will be provided for the faculty: orientation, group events, excursions and activities, insurance, and the transfers.

Faculty will be provided the option to rent a mobile phone prior to departure. A land line in the apartment is not guaranteed.

### **4. ACADEMIC PROGRAM AND FACILITIES**

The Institution will supply faculty members as necessary to carry out the core academic program for its students. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration and granting of credit will be vested in the Institution and its designated representatives.

## Local Instruction

### **OPTION 1 – INCLUDED IN BUDGET**

CAPA will organize and hire local faculty to teach two additional courses on subjects to be determined. Classroom space for this course will be taken from that listed in section 4.

## Classroom Facilities

One classroom, large enough for 25 students, Monday through Thursday for faculty taught courses.

Note: CAPA will provide Ohlone College with a classroom schedule one month before the start of the program based on the course requirements of the program and enrollment numbers. Final enrollment must be provided to CAPA no later than 60 days prior to the start of the program. Classes may alternate between morning and afternoon sessions. Classroom space at William Blue includes a mandatory Student Service Fee which is built into the Program Fees.

## Classroom Equipment

Overhead projector  
Television with universal VCR  
All-region DVD player  
Slide projector

## **5. LOCAL TRANSPORTATION**

### Transfers

The group will be met at the airport by a CAPA representative and transferred by private bus to the student residence.

## **6. EXCURSIONS**

A walk about tour of Sydney following the orientation. No entrances are included.

Two full days to be determined to include transportation by private bus, a tour escort, a half-day local guide.

## 7. PROGRAM FEES

### Single-Year Agreement versus Two-Year Partnership

In keeping with the spirit of partnership in which CAPA collaborates with academic institutions, two proposals are provided here. One proposal is for a single-year agreement, the other for a two-year partnership. The advantage of the two-year partnership is that it eliminates the need to repeat the entire contract and proposal process from scratch each year, leaving the institution with more time to spend on recruitment and outreach. It also allows CAPA to lock in prices, reducing the risk of large increases and assists us in managing classroom and accommodation inventory. The savings realized by CAPA directly benefit your students. If you wish to add or remove program services in later years, we can easily do so, using the agreed-upon program fee as the base price.

NOTE: Program fees include all services, facilities and activities described in this proposal.

#### Single-Year Agreement

##### 2006 Program Fees

15-16 students \$8,009

17-19 students \$7,749

20-24 students \$7,389

25+ students \$6,979

#### Partnership Agreement

##### 2006 Program Fees

15-16 students \$7,889 (a 1.5% reduction)

17-19 students \$7,633 (a 1.5% reduction)

20-24 students \$7,278 (a 1.5% reduction)

25+ students \$6,874 (a 1.5% reduction)

##### 2007 Program Fees

15-16 students \$8,323 (an increase of 5.5%)

17-19 students \$8,053

20-24 students \$7,678

25+ students \$7,252

NOTE: CAPA reserves the right to adjust program fees to reflect fluctuations in the value of the dollar in excess of 5%.

Program fees are per person and include all services listed above.

# Fall Semester in Sydney 2006

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## Letter Agreement

This letter will record an agreement between the Centers for Academic Programs Abroad (“CAPA”) and the Ohlone College (“Institution”).

- 1) CAPA agrees to provide the services described in the proposal with the same date that appears at the top of this page.
- 2) Institution selects (please initial to indicate your selection) a) Single-Year Proposal \_\_\_\_\_ or b) Two-Year Partnership Proposal \_\_\_\_\_
- 3) If students are submitting their program fees to the Institution, Institution agrees to pay CAPA the per-student fee described in this proposal according to the following schedule:
  - 30 days prior to group departure:
    - 100% of all applicable program fees based on enrollment at time of invoicing.
  - 30 post return to the United States:
    - additional charges including but not limited to cancellation fees, late addition fees, damages in excess of housing deposit, group excursions, fuel surcharges and taxes.
- 4) Institution agrees to follow the guidelines and timelines described by CAPA recruitment staff and to make every effort to recruit students to participate in the program.
- 5) Cancellation and Refund Policy
 

<b>Withdrawal Date</b>	<b>Refund Amount</b>
More than 60 days prior to departure	Full refund less the \$250 nonrefundable fee
46 to 60 days prior to departure	Full refund less 25% of the program fee and the \$250 nonrefundable fee
22 to 45 days prior to departure	Full refund less 50% of the program fee and the \$250 nonrefundable fee
21 days or fewer prior to departure	No refund
- 6) Please indicate acceptance of this agreement by signing and returning two copies of this letter agreement to CAPA.
- 7) No change to this agreement will have any validity unless it is recorded in a revised proposal and a new letter agreement executed by both parties.
- 8) All reservations and services are subject to availability. CAPA will confirm all services upon receipt this signed agreement and will inform the institution of any availability issues within two weeks of receipt. CAPA will return one fully executed copy for your records

**Signature**

**Signature**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

CAPA

Ohlone College

Accounts Administrator

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_