

**The Illinois Consortium for International Studies and Programs (ICISP)**  
**Short-term International Exchange Program**  
**Parkland College Guidelines and Expectations**

**Application guidelines:**

- 1) Only full-time faculty, professional support staff, and administrators are eligible to apply.
- 2) Prior participants in this exchange program are welcome to re-apply; however, new applicants will be given priority.
- 3) Applications must be submitted by the due date to Parkland's ICISP representative, Jody Littleton, who will forward all complete applications to the appropriate vice president for final approval.
- 4) Applicants must secure the signature of their direct supervisor, indicating his/her understanding of the purpose, guidelines, and expectations of this professional exchange. It is the applicant's responsibility to provide this information to his/her supervisor, and/or to direct any questions or concerns to Jody Littleton.
- 5) **In addition to the application provided by ICISP, Parkland requires that applicants submit a one-page overview of their reasons for applying, and their expectations for the exchange, highlighting how they believe they will benefit both personally and professionally by the experience.**

**Expectations:**

- 1) **Travel costs:** Parkland College is financially responsible only for the Parkland employee's airfare to and from the airport closest to the exchange partner's home. Participants may purchase their own ticket and request reimbursement; but fares must be approved by Parkland prior to purchase. Incidental travel costs, either air or land, of a personal nature or undertaken as "tourism" with the exchange partner will not be reimbursed. If applicable, visa expenses are to be paid by the Parkland participant.
- 2) **Contractual obligations:** It is understood that participation in the exchange will not significantly impact the performance of professional duties while under contract. During the October hosting segment, the participant should expect to carry on work responsibilities as usual, with minor disruptions only. Lost time due to reasonable absences from work (during either the October or May segments of the exchange) must be charged to personal leave and/or vacation leave, not professional development. For a description of appropriate use of leave time according to bargaining agreements, Professional Support Staff Employees should reference Article XIV, Leaves of Absence; Full-time Faculty should reference Article IV, H. Personal Leave; Administrators should reference Policy 9.05, Administrative Leave.
- 3) **Post-exchange:** Participants are required to make a presentation on their experience in the Center for Excellence during the fall semester following the conclusion of their exchange, and to be available to answer potential applicants' questions, if needed.