

College of DuPage  
**ICISP Assistant Director Application**  
Study Abroad in Costa Rica 2012

**Personal Information**

Last Name (Please print) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Institution \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work phone \_\_\_\_\_ Email Address \_\_\_\_\_

Course Taught \_\_\_\_\_

Spanish-speaking ability (level) \_\_\_\_\_

ICISP Representative's Name \_\_\_\_\_ ICISP Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Essay**

Please attach a typed essay in which you introduce yourself and your reasons for participation in this program. Please include:

- Your motivation/goals in participating in this program
- Experience studying or traveling abroad
- Anything else you would like to share

**Other**

**Applications should be mailed to:**  
Summer Study Abroad in Costa Rica  
Field Studies/Study Abroad  
College of DuPage BIC 3509  
Glen Ellyn, IL 60137  
630 942-2356  
Fax: (630) 942-3764

**Direct Questions to:**  
Sandra Anderson: (630) 942-2174  
e-mail: anderss@cod.edu

### **ICISP Assistant Director Application**

The Costa Rica Summer Study Abroad Program is a five-week program developed and administered by College of DuPage on behalf of ICISP. The program was established in 1987 and has been extremely successful in meeting student needs and expectations.

The program offers students 7 semester hours of credit in Spanish language (all levels) and Culture and Civilization of Costa Rica. Language instruction takes place at the Forester Institute in San José, Costa Rica. Classes are limited to eight to 10 students who receive four hours of language instruction Monday through Friday. The Culture and Civilization of Costa Rica class is taught by the C.O.D./ICISP instructors and consists of lectures and discussions, accompanied by field trips and activities designed to engage students in active learning and discovery.

### **Student Enrollment: 40**

Since 1996, ICISP has been sending an individual from an ICISP institution to serve as assistant director/visiting professor. This person is selected on a competitive basis in the fall when interested individuals are invited to submit an **application**.

### **Responsibilities of ICISP Assistant Director**

- Recruit students for the program by making slide presentations, holding information sessions
- Participate in two-day pre-departure orientation at College of DuPage
- Work as a team with the C.O.D. directors in administering the program in Costa Rica
- Perform other duties as needed by ICISP and/or C.O.D.

### **Qualifications**

- Interest in studying and learning about Costa Rica
- Good interpersonal relations with students and colleagues
- Commitment to professional development
- Flexibility and ability to adapt to different cultural settings
- Fluency in Spanish is desirable but not required (formal language study in Costa Rica is encouraged, where appropriate)

### **Selection Procedures**

C.O.D. will screen candidates and recommend up to three candidates for personal interviews. Finalists will be interviewed and a selection made by a team consisting of C.O.D. staff and an ICISP representative.

### **ICISP Member Institution Commitment**

- Salary for five weeks (to be negotiated by applicant and his/her ICISP home institution)
- Release time, if necessary, to participate in recruitment activities and 2-day orientation at C.O.D.

### **C.O.D. Commitment**

- Room and board in Costa Rica
- Round-trip air transportation to Costa Rica
- Accommodations and meals during the 2-day orientation at C.O.D.
- All administrative expenses related to project management and student supervision while in Costa Rica

### **Out-of Pocket Expenses**

- All meals not provided in the housing arrangements in Costa Rica
- Transportation to and from the orientation at C.O.D.
- Transportation to and from O'Hare Airport
- Miscellaneous expenses related to obtaining documents such as passport, etc.

### **Timeline**

- **Application** will be due by Nov. 12 each year, but will continue to be accepted until a suitable candidate is found.
- All duties, as outlined and appropriate, will commence as soon as the candidate is selected.

See our web pages:

[http://www.cod.edu/ACADEMIC/field/studyabroad/costarica/fac\\_app.htm](http://www.cod.edu/ACADEMIC/field/studyabroad/costarica/fac_app.htm)

<http://www.cod.edu/academic/field/studyabroad/costarica/>