TUNISIA COMMUNITY COLLEGE SCHOLARSHIP PROGRAM

Minimum Requested Standards and Good Practices Framework
for the Partner Community College

IREX asks that the partner college hosting the Summer 2021 TCCSP cohort incorporate these guiding principles when designing and implementing the TCCSP Program.

Program Component	Minimum Requested Standards *Below are requested minimum standards for each partner to ensure successful implementation of each TCCSP program component.*	Good Practice Recommendations *Below is a list of optional good practices developed by IREX's partners of undergraduate programming. These are not required elements but have been strategies employed in successful program implementation. We continue to build this list of successful program innovations by welcoming suggestions from current partners like you.*
Orientation	-Work with IREX to develop comprehensive agenda for on-campus orientation prior to arrival of students -Develop and implement on-campus orientation, including: -**Campus and Community Introduction**, including tours of resources and how to use them -Overview of **Program Components,** including academic, professional, and personal growth -**Academic Success Skills** trainings are conducted on technology, academic, and communication topics	-Community orientation includes a tour of campus and the surrounding town, transportation system, and food and shopping options. -Orientation includes sessions on team building, cross-cultural communication, and conflict resolution to develop group cohesion. -Orientation includes planned activities for participants during evening and weekend to facilitate group cohesion and support cultural transitions -Orientation prepares participants for the academic component of their program through a variety of methods, including discussions and relevant skills-building, including technology, vocabulary, and using syllabi -Orientation includes training on managing and budgeting allowances for participants
Academic Program	-Offer coursework in Information Technology and Applied Engineering for participants -If such coursework is not feasible for the college during the proposed program timeline, design and implement a curated academic learning series for participants, which could include topics such as but not limited to English language instruction, American studies, academic skills for success, and/or mixed field-of-study topics	
Academic Success and English Language Support	-Host advisor monitors participants' academic progress throughout the program and provides additional support if needed -Provide access to English as a Second Language development throughout the program, as needed	- Bridge courses are utilized and/or developed to facilitate English language learning in conjunction with field of study learning -Volunteer tutors or conversation partners are utilized

Professional Engagement	-Facilitate visits to local workplaces for a socially-distanced, firsthand view of the U.S. workplace and increased understanding of key workplace soft skills. Site visits may be virtual, as needed, due to public health concerns -Brief workplace site visit hosts on each student's professional, academic, and cultural background and clearly communicate goals for the visit -Provide transportation to and from workplace site visits, as relevant -Host facilitates post-professional activity reflections with participants and check in with scholars to support their professional journeys	-Host uses an internship coordinator with strong connections to local organizations to plan and facilitate workplace site visits
Leadership, Community Engagement, and Cultural Programming	-Identify a host advisor to work directly with participants -Host has weekly socially distanced or virtual check-in meetings with participants to ensure success -Host ensures at least one **cultural activity** per week is organized for participants -Host ensures that participants have access to and are using **academic and campus support services** -Host develops a **Service Learning** program for the summer that includes at least three activities, providing a window into U.S. diversity, developing participants as leaders, and promoting habits of community engagement -Host provides and monitors opportunities for cultural exchange, including **country presentations**	-Expectations for attendance at service learning, professional, and cultural events is clarified at the beginning of the program; participants understand what is mandatory and what is optional and they know up front when they have free time -Sufficient reflection time is allocated for participants to process new learning and experiences during their program. Program design incorporates structured reflection activities such as journal writing/blogging, small group work, or group sharing -Host develops service learning experiences by identifying underserved populations that reflect the diversity of their community and the organizations that work to address their needs -Service learning sessions begin with presentation on the history of the population in the community -Cultural, service learning, and professional development activities address gender and diversity issues and allow time for participants to explore and ask questions -Participants are introduced to a "buddy" who can show them around campus and answer their questions about how to use campus resources -Host assists students in identifying and planning diverse cultural activities within their community and assists students in reflecting on their cultural experiences
Participant Monitoring	- Host works closely with IREX to understand and implement effective participant monitoring -Host advises IREX staff of student emergencies immediately or as soon as feasible -Host advises IREX as soon as possible of students	

	with issues impacting their success, including academic issues, health issues, and professional issues -Host has check-in meetings with IREX to provide updates on participants and program implementation	
Daily Life	-Host ensures appropriate and safe housing, taking into account gender and culture-specific considerations -Host works with participants to ensure access to healthy meals and facilitating solutions to religious and dietary needs -Housing is within an easy walk or public transit ride to campus -Host facilitates access to grocery stores for participants to access affordable meal and incidentals -Host identifies local health care providers and pharmacies that accept ASPE health benefit plan in advance of participants' arrival and facilitates access to medical visits for participants as needed	-A code of behavior and housekeeping standards (e.g. if housing is smoke-free, etc.) are established to clarify expectations and help mitigate potential conflicts -Participants are introduced to Skype (or other VOIP tool) to facilitate free or low-cost phone calls/communication home for the participants; the earlier the better!
Collaborative Institute supporting community colleges in their international student capacity	-Host follows TCCSP Program good practices and minimum standards to ensure high-quality programming -Host attends pre-program meeting with IREX - Host submits final report detailing program impact and lessons learned	-Host encourages all staff working with TCCSP participants to review and utilize the Minimum Requested Standards and Good Practices Framework for the Partner Community College