International Affairs

Semester Study Abroad Proposal Procedures for Faculty

In the past, MICA sponsored semester study abroad and exchange programs have been developed in a variety of ways, such as targeted outreach and connections through faculty and/or staff. To ensure academic integrity, student health and safety, fiscal responsibility, and efficient management, MICA study abroad and exchange programs must follow a series of development and evaluation procedures. MICA's primary goal is to provide meaningful semester study abroad in a variety of locations that meets the needs of our students, is integrated with academic programs, and supports MICA's international mission.

New MICA sponsored study abroad and/or exchange programs should not replicate or compete with programs that already exist. It is important that all proposed programs are developed with support and approval of the Director of International Affairs, Department Chair, Associate Academic Dean, and Provost. International Affairs can provide assistance with the proposal process, if necessary.

Formal site visits must be conducted to any potential new study abroad site before the program can operate. A site visit report must be submitted to International Affairs before an agreement can be signed. Only the President or Provost of MICA can sign international agreements. In addition, the program must be added to and follow the International Affairs operating calendar, which includes procedures such as student advising, recruitment, applications, budgeting/finances, overseas operations, and predeparture preparations. Please keep in mind that departments, faculty, and deans must accept responsibility for assisting International Affairs with the development and marketing of study abroad and exchange programs.

Please submit your program proposal to Mary Lynn Allen, Director of International Affairs via email (mallen01@mica.edu). Please make sure it is signed by your Department Chair and Associate Academic Dean.

When proposing a new program, please include the following:

1. **Program Rationale:**
   a) Partner institution description and location.
   b) Program objectives and benefits of proposed program for students, faculty, and/or staff.
   c) Description of how the program fits into the department and curriculum.
   d) Does the proposed program compete with any other MICA semester study abroad or exchange program? If so, which programs? Program lists can be found on the International Affairs website.

2. **Academic Information:**
   a) Is the institution accredited by the Ministry of Education in that country?
b) Does the institution issue an official transcript?
c) What are the eligibility requirements for students?
d) Describe the curriculum/available courses or program of study
e) What are the semester/term dates?
f) What is the language of instruction? Is there a language proficiency requirement? If so, what is it? Are students required to take a language? If the program is taught in English, are language classes available for students?
g) Does the program offer culture courses (of the country)?
h) Describe the faculty and/or who teaches courses – what are their credentials?
i) How may credits will a student take per semester? Please include a credit conversion chart if the credit system is different than MICA’s, if available.
j) Will the proposed course of study be approved for MICA graduation requirements by appropriate department chairs?