I. PURPOSE

To provide guidelines and procedures for the development and approval of credit and noncredit Out-of-District Study Programs.

II. PROCEDURE

In accordance with Rule 6A-14.06, FAC, the College is not authorized to offer credit or noncredit instruction outside of its district except with the advance approval of the Miami Dade College Board of Trustees. Proposals by the campus to offer a program or course outside of the geographic boundaries of Miami-Dade County are to be submitted in accordance with procedures established by the College.

Note: In order to ensure timely submissions of new proposals the Office of International Education will issue a Request for Program Proposals (RFP) to all academic units in September of each year. Approved program proposals will be included in the comprehensive request submitted by the Provost for Education in June of each year.

A. Overview of Internal College Procedures for Faculty-Led Study Abroad

Phase 1 Development and Approval

Submit a proposal to offer an out-of-district study abroad program (Form attached) for review by the Office of International Education and approval through campus channels by the Campus President. The Provost for Education will approve and forward proposals to the Miami Dade College President and Board of Trustees for confirmation.

Phase 2 Implementation

Manage, market, and implement the program through a collaborative interaction with the Office of International Education.

Phase 1: (Details)

In response to the Office of International Education annual RFP, sponsoring faculty should develop a proposal to offer an out-of-district study abroad program. (Form attached)
1.1 Sponsoring faculty should present the proposal to offer an out-of-district study abroad program to the appropriate Academic Manager, Department Chair/School Director, and Academic Dean for review and approval.

1.2 Academic Deans will forward the proposal to offer an out-of-district study abroad program to the Director of International Education for review and recommendation. Review and recommendation will be for purposes such as the following: to avoid program duplication, to better leverage resources, to identify collaborative opportunities, etc. All proposals to offer will be returned to the Academic Deans.

1.3 Proposals to offer out-of-district study abroad programs will be considered for approval through campus channels to the Campus Presidents who will send the proposal to the Office of International Education for final review by the Provost for Education. The Office of the Provost for Education will review proposals to determine that all necessary information has been provided.

1.4 The Provost for Education will submit the approved proposal to the Miami Dade College President and Board of Trustees for confirmation.

1.4.1 The proposal to offer an out-of-district study abroad program should consist of the following items:

1.4.1a. The proposal to offer an out-of-district study abroad program (Form attached)

1.4.1b. A draft board item (if the program was not included in the comprehensive request for new and ongoing programs submitted by the Provost for Education to the Miami Dade College Board of Trustees in June of each year)

1.5 Confirmations and non-confirmations will be referred to the Office of International Education by the Office of the Provost.

1.6 The Office of International Education will provide notification to the originating campus department when confirmation is received that the out-of-district program has been authorized by the Miami Dade College President and Board of Trustees.

1.7 Proposals for new programs must be approved by the College Board of Trustees in advance of advertisement and formal agreements with tour agencies.

Phase 2:

Management and levels of responsibility as assigned to the Office of International Education and the sponsoring department through the faculty leader are as follows:

2.1 The Office of International Education will:

- Develop, in consultation with each faculty leader, finalized programs, including budget, itinerary and flyers
- Include a description of the course or program requirements for participants including any prerequisites for participation, application instructions for students who are interested in the program and a summary of cost to the participant and a schedule of payments due.
- Verify with Academic Deans, identification of the MDC faculty assigned for each course to be offered, with a statement provided concerning the professional qualifications of the faculty members responsible for planning the program and/or teaching the course(s).
Market the study abroad programs through all available resources (e.g., college/office web site, student newspaper, study abroad fairs).

Receive a copy of and review all student applications for study abroad programs and scholarships.

Review the status/progress of each program and, in consultation with each faculty leader, decide whether to proceed with or cancel the program.

Make all program arrangements, in consultation with each faculty leader, concerning study abroad programs, including plane ticket reservations, accommodations, local transportation, tours, visits and guides.

Conduct a general study abroad pre-departure orientation for program participants.

Serve as program liaison between the university and participating faculty and students, their families, and program providers.

Collect all payments, pay program providers and reconcile and close study abroad program budgets after each program is completed.

Conduct student evaluations for each study abroad program.

Conduct post-study abroad program activities (e.g., involve study abroad students in information sessions, study abroad fairs).

2.2 The Faculty Leaders will:

Have responsibility for all academic program elements.

Assist the International Education Office with the administrative development of the study abroad program including budget, itinerary, and flyers.

Market the study abroad program.

Assist the international programs office with the program’s status/progress review including payments, program viability, etc.

Arrange for additional faculty to accompany the program, if needed, to maintain a ratio of one faculty member per 15 students.

Conduct program-specific pre-departure orientation for all program participants. Topics should include health, safety, cultural and political information, emergency procedures, program rules, and other information the faculty leader deems necessary.

Remain with the students at all times, including travel to and from the program destination.

Maintain contact with the international programs office while leading the program abroad.

Conduct student evaluations on the program.

Conduct post-study abroad program activities.

B. Faculty Responsibility (For all Out-of-District Programs):

1. Faculty members selected to sponsor Out-of-District Programs will assume responsibilities as prescribed by the contractual agreement with the travel agency, College policy, and the sponsoring department. Generally, there should be one faculty member for every 15 students in the program.

2. Temporary duty leave must be approved by the Department Chair, School Director, and Academic Dean for the sponsoring faculty members. [Form P-2]

3. The instructor will receive the instructor’s regular salary during the term in which the program is conducted.

4. The Office of International Education is entitled to receive and assign benefits from the travel agency as specified in the contractual agreement and approved by the College.
5. The sponsoring faculty member will maintain student records as prescribed by the College.

C. Student Responsibility (For all Out-of-District Programs):

1. Students will adhere to the same standards of conduct as maintained in on-campus classes. Students will attend all required pre-program orientation meetings.

2. Students are responsible for all deadlines and financial obligations incurred in connection with the program.

3. Participation is open to all Miami Dade College students. High school students who wish to participate must meet the specified requirements for enrollment in college credit courses. The notarized signature of the parent or guardian will be required for all participants under 18 years of age.

4. All students participating in an Out-of-District Study Program must sign a College Release Form waiving the responsibility of the College, its host institutions and designated agents in case of illness, injury, accident or other mishap. This form must also be signed by parents or guardians for students under 18.

5. All students participating in an Out-of-District Study Program must fill out required health information forms, must provide evidence of appropriate health and insurance coverage, and MDC forms as required.

D. Travel Agency Criteria:

Approval and selection of a tour agency, where applicable, will be based on the following criteria:

1. The agency must present a record of experience and satisfactory performance in conducting overseas study program and/or in implementing them for the College.

2. Appropriate escrow for monies other than the Miami Dade College tuition and lab fees will be provided, including disbursements as required when services are rendered (tickets issued, pre-payments for reservations, insurance premiums, etc.).

E. College Escrow of Funds:

A College holding account is required for all out-of-district programs requiring fee payments other than Miami Dade College tuition and lab fees. The College Holding Account will be established in accordance with procedures established by the Office for Business Affairs.

F. Scheduling of Out-of-District Courses:

When AR Form 240, Request Form to Add a Section to Master Class Schedule, is submitted by the Department to the Registrar's office, a course type code of "9" should be entered on the Request Form along with the name of the course. To
be listed in the Registration Handbooks, the Request Forms must be submitted by
the following dates:

Fall April 1
Winter October 1
Spring/Summer February 28

SEE FORM IN NEXT PAGE
REQUEST TO OFFER A PROGRAM OR COURSE
OUT-OF-DISTRICT

(Rule 6H-1.017, FLDOE: http://www.flboe.org/CC/Rules/CH6H-1_FAC.asp#6H-1.017)
MIAMI DADE COLLEGE

1. Title of program or course:
__________________________________________________________________________
Name of sponsoring Department and Campus: ______________________________________
Extension: ____________________________ ______________________________________
E-Mail:________________________________________________________________________

2. Reason for offering the program or course out-of-district: STUDY ABROAD

3. Program Summary (Attach course outline if available)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

4. Out-of-District and In-District instruction will be conducted:

<table>
<thead>
<tr>
<th>Places</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Courses: (One credit requires at least 15 hours of classroom or other supervised instruction. Other supervised instruction is used to refer to structured instruction, with faculty present and student attendance required that is conducted by faculty or a specialist/expert to present tour site experience to students. The ratio of credit to hours of laboratory instruction and of independent field study is determined by the College. Independent field study is used here to refer to structured independent study, under the direction of faculty, at the out-of-district site.)

Ratio of credit to hours of laboratory instruction: ______________________________________
Ratio of credit to hours of independent field study: ______________________________________
The course(s) is classified under the CCICS as: _________________________________________

<table>
<thead>
<tr>
<th>Prefix/No.</th>
<th>Title</th>
<th>Credits</th>
<th>Classroom</th>
<th>Other Supervised</th>
<th>Lab</th>
<th>Independent Field Study</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Maximum credits for which students may register: __________ Minimum: __________

7. Maximum headcount enrollment in program of course: __________ Minimum: __________
8. Arrangements with other educational institutions or organizations: 
________________________________________________________________________________ 
________________________________________________________________________________ 

9. Method of evaluating student performance: 
________________________________________________________________________________ 

10. Will students evaluate the program or course?  (Check one)    YES               NO 

11. Describe instruction, instructional space, travel, and faculty arrangements: 
________________________________________________________________________________ 
________________________________________________________________________________ 
________________________________________________________________________________ 
________________________________________________________________________________ 

12. Estimate the College’s direct cost for the program or course: $ 
________________________________________________________________________________ 

13. Authorizations: 

<table>
<thead>
<tr>
<th>SIGNATURES:</th>
<th>Date: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Date: ______________</td>
</tr>
<tr>
<td>Campus Academic Dean</td>
<td>Date: ______________</td>
</tr>
<tr>
<td>Reviewed by:______________________________</td>
<td>Date: ______________</td>
</tr>
<tr>
<td>Executive Director, International Education</td>
<td>______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorizing Signature:</th>
<th>Date: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus President</td>
<td>Date: ______________</td>
</tr>
</tbody>
</table>

| Final review:______________________________| Date: ______________     |
| Provost for Education                     | ______________________ |

14. Did the College President recommend the program or course to the Board of Trustees?  (Check one) 
YES      NO 

To be completed by the College

College Seal Certification: The course(s) have been approved by the Board of Trustees to be offered out-of-district. The instruction shall adhere to predetermined, specified learning objectives which students shall achieve to be awarded credit. The instruction shall adhere to the out-of-district instruction guidelines of the State Board of Community Colleges.

____________________________________    _______________________
Signature of president                      Date of Board of Trustees Approval