

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 8881

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**PROCEDURE TITLE:** Out-of-District Study Programs (International – Education Abroad Programs)

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.03, 1004.02, 1008.30 AND 1009.28

**BASED ON POLICY:** VIII-3 Objectives: Curriculum and Instruction

**EFFECTIVE DATE:** August 26, 1980

**LAST REVISION DATE:** November 8, 2005

**LAST REVIEW DATE:** November 8, 2005

## **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 Dade County are to be submitted in accordance with external guidelines specified by internal 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 Programs (RFP) to all academic units in September of each year. Approved 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 **request 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 requests 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 RFP (September of each year), sponsoring faculty should develop a **request to offer** an out-of-district study abroad program. (Form attached)

- 1.1 Sponsoring faculty should present the **request 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 **request to offer** an out-of-district study abroad program to the Executive 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 **Requests to offer** out-of-district study abroad programs will be considered for approval through campus channels to the Campus Presidents who will send the request 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 **request to offer** to the Miami Dade College President and Board of Trustees for confirmation.

Note: The **request to offer** an out-of-district study abroad program should consist of the following items:

- a. The **request to offer** an out-of-district study abroad program (Form attached)
  - b. **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.

**Note** *Requests 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.
- 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.
- 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. Semester Abroad Programs Offered Through the College Consortium for International Studies (CCIS):**

Miami Dade College is one of the sponsoring institutions offering semester abroad programs through the College Consortium for International Studies (CCIS). Each institution assumes responsibility for centers in designated foreign countries.

1. When a new CCIS program is to be made available to Miami Dade College students or to be sponsored by Miami Dade College, a program description and other materials must be forwarded to the Provost for Education in accordance with the guidelines provided in this procedure. In addition, course descriptions and course outlines for courses offered at the foreign university must also be provided.
2. The course will be reviewed by the Office of Academic Programs and where possible, will be equated to existing Miami Dade College courses.
3. For courses that cannot be articulated with existing Miami Dade College courses, a suggested course number will be provided to the campus.
4. The CCIS Coordinator or the sponsoring campus will be responsible for completing CASSC Form 102, Curriculum Action Course Form, for each foreign university course that has not been articulated with an existing Miami Dade College course. CASSC Form 102 should have the required CASSC Form 102 authorizing signatures.
5. If administrative approval is given by the Provost for Education, the new CCIS course will be reported as an information item in the next monthly status report submitted by the Office of International Education to the College Academic and Student Services Council (CASSC).
6. New courses approved in this manner for the CCIS semester abroad programs will be designated in the catalog and in the master catalog file as courses with sections which are offered only through the CCIS semester abroad program.
7. The Semester Abroad Programs sponsored by Miami Dade College must follow the guidelines presented in Sections A and B of this procedure to secure State approval.

**D. 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 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, where applicable, by parents or guardians.
  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 other MDC forms as required.

**E. 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 agency, College policy, and the sponsoring department.
2. Temporary duty leave must be approved by the Departments Chair, School Director, and Academic Dean for the sponsoring faculty members.
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 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.

**F. 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.).

**G. 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.

**H. 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

**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](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:

**Places**

**Dates**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

Prefix/No.	Title	Credits	Hours of Instruction				Total
			Classroom	Other Supervised	Lab	Independent Field Study	

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? 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:

SIGNATURES:	
_____	Date: ____/____/____
<i>Department Chair</i>	
_____	Date: ____/____/____
<i>Campus Academic Dean</i>	
Reviewed by: _____	Date: ____/____/____
<i>Executive Director, International Education</i>	

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Campus President*

Final Review: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Provost for Education*

14. Did the College President recommend the program or course to the Board of Trustees?  
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.*

\_\_\_\_\_  
*Date of Board of Trustees Approval*

\_\_\_\_\_  
*Signature of President*



	
	11/8/05
<b>PRESIDENT</b>	<b>DATE</b>