University of Detroit Mercy

Internationally Based Educational Experiences

The University of Detroit Mercy (UDM) recognizes that, given the increasingly global nature of business, science, art, and politics, students benefit from immersion in international cultures. An Internationally Based Educational Experience (IBEE) heightens a student's understanding of the world. The following documents have been created to maintain the academic integrity of such programs at UDM.

Please note that all Internationally Based Educational Experiences will be subject to Program Review at the time the host department is under review. Facilitators of Internationally Based Educational Programs must do both of the following:

1) Maintain the accuracy and content of the International Programs website in collaboration with appropriate personnel and

2) Keep the following offices aware of any changes in the program, including program termination:

- appropriate Dean's Office
- International Services
- Language and Cultural Training
- Registrar's Office
- Financial Aid Office
- Office of Academic Affairs

Section I: Internationally Based Educational Experience Terms and Definitions

The following are terms and definitions to be used when referring to IBEEs and in all documents pertaining to IBEEs including proposals for new IBEE programs (provided)

Home School: The school where the student is enrolled in a degree/certificate program.

Host School: The school where the student is taking part of his or her program requirements through either a consortium or contractual agreement.

Study Abroad: Per federal regulations, a study abroad program must be a part of a written contractual or consortium agreement between two or more schools. To be eligible for aid as a study abroad program there must be an agreement between the home school (UDM) and the host school (foreign school) and credits are charged and earned. To be eligible for financial aid, a student must be (1) enrolled half time and (2) those credits are applicable to their UDM degree. The aid may be paid at UDM or at the other school. If charged at UDM, the budget will be increased to include travel and other expenses.
Exchange Program: Part of a written contractual agreement between two schools where UDM sends a student or students to a foreign university for one term, and the other institution sends a student or students to UDM for one term. UDM students are charged exclusively at UDM and students receive Financial Aid through UDM. Students from the foreign university are not eligible for aid at UDM. Students are eligible for aid if enrolled at UDM at least half time. The budget may be increased for travel and other expenses.

Foreign Site Learning—Short Trip: as a required part of a class taken at UDM, a home school sends faculty and students to a foreign site for a short period of time (usually no more than 10 days). Actual credits are earned at UDM but the trip must be a requirement to pass the course, so that a student who did not take the trip could not pass the course. The trip can take place during the term of the course or directly after the term ends. Students are eligible for aid if they are enrolled in the course that requires the trip and are enrolled at UDM at least half time. The budget may be increased for travel and other expenses.

Foreign Site Learning—Full Term Trip: In connection with earning credits abroad, a home school sends faculty and students to a foreign site for a longer period of time than a Foreign Site Learning Short Trip. Students are eligible for aid if enrolled at UDM at least half time. The budget can be increased for travel and other expenses.

Foreign Trip: A trip sponsored by UDM that does not earn any credits and is not required for course at UDM. Students are not eligible for aid for this type of experience. If they are enrolled at least half time in other courses they can get aid for those courses and use any refund (if applicable) to cover study abroad costs. The budget will not be increased for trip costs.

Section II: Academic Standards

All UDM IBEE programs are expected to conform to the standards herein.

Requirements for UDM Students enrolled in an IBEE Program

1. Undergraduate students must have earned the minimum cumulative grade point average required by each academic program at the time of application to the program. Graduate students must have earned a 3.0 at the time of application to the program.

2. Demonstrated bilingual proficiency may be a prerequisite for some programs.

3. Students must maintain appropriate academic standards to remain enrolled in the program and allowed to progress.

Programs and Coursework:

1. All coursework associated with an UDM IBEE program must be offered by faculty associated with an academic unit at their respective institution of higher education, or individuals considered qualified by the UDM faculty and Dean overseeing the IBEE program.
2. All IBEE programs shall be subject to the normal Program Review process.

3. The UDM grade point average (GPA) scale applies to internationally-based educational programs and courses for which UDM grants credit.

4. Courses that enroll both undergraduate and graduate students must have separate course requirements for awarding the graduate credit.

5. If graduate credit is to be awarded, students must have an earned bachelor’s degree from an accredited institution of higher education.

Section III: Guidelines for Proposing an Internationally Based Educational Programs

A proposal for an Internationally Based Educational Program (see Section I, Definitions), must be submitted to the Shared Governance Clearinghouse (SGCH) via the Office of Academic Affairs (academicaffairs@udmercy.edu) for distribution to the Undergraduate Standards Committee (USC) and/or Graduate Standards and Retention Committee (GSRC), with the expectation that as many as possible of the following items will be addressed. Appropriate IBEE terms must be used (see Section I). The Proposal should be well-organized and detailed. The USC and GSRC reserve the right to request clarification to the submitting person(s) in order to assist in program proposal evaluation.

A. Summary

1. Provide a one page executive summary of the key aspects of the proposed IBEE Program including, but not limited to, location and hosting academic institution; short description of the program; target student audience; outcomes; and anticipated start date of program.

B. Description of the Internationally Based Educational Program

1. Provide a rationale for offering the course(s) in a different country.

2. If a study abroad or exchange program, provide a brief description of the hosting institution and provide evidence of its academic reputation and standards.

3. Provide a narrative description of the program as it would appear in the University catalog.

4. List all courses in the program: catalog number, title, description and units of credit, as they would appear in the catalog. All UDM courses must have been approved by the appropriate college curriculum committee. Fully developed syllabi for UDM and all other institutions’ courses should be included in an Appendix. If fully developed syllabi for other institutions courses are not available, a brief description of each course and its UDM equivalent course...
should be listed. Fully developed syllabi should be included in an appendix. Identify equivalent UDM courses (if applicable).

5. Indicate the delivery format and contact hours for all courses (e.g. traditional day time classes, night classes, intensive weekends, etc.).

6. Describe how the proposed program demonstrates academic integrity and intellectual merit.

7. Describe how the course(s) fulfills UDM and accrediting agency requirements.

8. Describe details of academic requirements/qualifications (e.g. minimum GPA, Major concentration, non-probationary status) for students in the Internationally Based Educational Program course(s). (Note: Students need 6 undergraduate credit hours or 5 graduate credit hours in the summer to qualify for student loans).

9. If cooperative education experience is sought, provide a letter of approval from the Dean of CEC or the appropriate College/School.

10. Describe how credit will be earned and graded (for instance, if a non-UDM grading scale is to be used, describe how that will be handled).

11. Indicate if there are any prerequisites that must be met, e.g. foreign language, cultural study, etc.

12. Indicate process of orientation and pre-trip preparation and training in order to prepare students.

C. Mission

1. Describe how the proposed program fulfills the mission of the University and College or School.

D. Objectives, Outcomes and Assessment

1. Indicate the objectives and learning outcomes of the program.

2. Indicate how the learning outcomes and the objectives of the program will be assessed.

E. Market and Need

1. Provide evidence (e.g. results of survey, etc.) of student demand for the proposed program.

2. Describe how the program affects related departments or fields of concentration at UDM.
3. If appropriate, indicate unusual or unique characteristics of the program.

F. Students

1. Describe, with appropriate justification, the targeted student population of the program (e.g. full-time or part-time, UDM students exclusively, non-UDM students, guest students).

2. Describe language proficiency requirements of prospective students. This may be done in collaboration with the Language and Cultural Training department.

3. Describe passport, and immigration visa requirements of prospective students to the host country. This may be done in collaboration with the International Services Office.

4. Describe how the program might attract a diverse student body.

5. Provide a detailed description of living facilities and services readily available to students in the host country including internet access, housing, health care and counseling. If appropriate, provide confirmation of host country arrangements.

6. Provide a complete budget summary of anticipated student expenses (including tuition fees, travel and living expenses, visa costs, housing costs, etc.). This may be done in collaboration with the Registrar, Budget Office and the International Services Office.

7. Verify that student's financial aid can/cannot be applied to study in another country. This may be done in collaboration with the Financial Aid Office.

G. Faculty

1. Provide the names of the program instructor(s) and qualifications (i.e. curriculum vitae).

H. Administration and Support

1. Indicate how the program will be administered.

2. Indicate whether UDM support personnel are required for the program (e.g. secretarial support, information technology, etc.) and anticipated budgetary effect.

3. Describe any academic support that will be required from existing programs on campus (e.g. UAS, Co-op, Language and Cultural Training - International Services, etc.), preparation for entering the classroom and anticipated budgetary effect.
4. Describe the policy on tuition fee payments to UDM (Student Accounting Office).

5. Describe details of Financial Aid information for prospective students including details of plan/timetable for administering financial aid (in collaboration with the Financial Aid office).

6. Provide a copy of a Waiver/Hold Harmless agreement which each student will sign. This must be reviewed by legal counsel.

7. Describe procedures for ensuring proof of students’ health insurance while they are abroad. Explain whether the program requires or recommends travel insurance that includes both health care coverage abroad, trip cancellation insurance, etc., and whether it is covered in the program fee or must be purchased separately by the student.

8. Verify that Program Director and or Program Facilitator will inform the Director of Business Services in the Controller’s Office prior to departure, for insurance purposes.

9. Provide a comprehensive program time table/guide line: application (UDM/foreign University, transfer/Co-op), passport and visa acquisition, liability waiver, health insurance coverage, appropriate immunizations or waiver, financial aid and tuition plans, flight arrangements, etc.

10. Provide contact information of nearest U.S. consulate office(s) in target country.

11. Clarify any pre-trip orientation procedures and efforts to raise cultural awareness about the destination country, including culturally appropriate behavior.

I. Facilities and Information Technology Resources

1. Provide a detailed description of academic facilities and services available to students in the host country

2. If applicable, indicate the host institution’s library resources available in direct support of the program: reference and periodical holdings, software, audiovisuals and other instructional materials.

3. In consultation with the University library staff, indicate the role of the University library, e.g. Internet access.

4. Identify and outline the host institution’s ability to provide technology resources (internet access) and consult with the university’s library staff as to adequacy, appropriateness and feasibility.

J. External Support
1. Describe any external funding that has been received or can be expected to be received to support the program. Include the duration of any grants or any continuing commitments that have future budget implications.

2. Discuss whether resources are to be reallocated from existing programs to support the program.

K. Operating Revenue and Costs

1. Provide, along with appropriate justification, a projection of revenue and expenses for the program. Revenue should include tuition and external support. Expenses should include scholarships or other tuition reduction costs.

2. The spreadsheet of revenue and expenses should follow the format and categories for program budgets used throughout the University. A narrative of assumptions should define the parameters of the projection.

3. The difference between revenue and expense should be totaled at the bottom as the Net Margin for the indirect expenses of the University.

4. The year one projection should include all startup costs and capital expenditures necessary to begin the program.

L. Publicity

1. Provide a description of the plan to publicize the program. This may include hard copy advertisements and web pages. Verify that webmaster@udmercy.edu will be contacted to have the program listed on the Study Abroad web page at http://www.udmercy.edu/learn/studyabroad.htm. The program may also be listed on the AJCU Study Aboard website at http://www.ajcunet.edu/areas/pubs/StudyAbroadPrograms/preface.asp

2. Provide a copy of anticipated publicity information.

M. Approval Process

1. Indicate any other University support that has been obtained. Include support letters from internal (e.g. Department head, Dean) or external sources.

2. Submit anything additional which will facilitate the proposal review process.

N. Appendices

1. Include in an appendix any material in support of the program (e.g., a market study, course syllabi, cost studies, grants, etc.).
RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK
AND INDEMNITY AGREEMENT ("Agreement")

I, ____________________________ ("Participant"), hereby acknowledge that I have voluntarily elected to participate in the __________ ("Program"), scheduled for ______________. In consideration for being permitted to participate in the Program, I hereby acknowledge and agree to the following:

ELECTIVE PARTICIPATION: I acknowledge that my participation is elective and that the Program is unsupervised.

RULES AND REQUIREMENTS: I agree to conduct myself in accordance with University of Detroit Mercy ("UDM") Student Handbook. I further agree to abide by all the rules and requirements of the Program, and all applicable federal and state laws. I grant UDM the right to terminate my participation in the Program if it is determined that my conduct is detrimental to the best interests of the group or violates any rule of the Program.

RELEASE AND WAIVER OF LIABILITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, hereby release, waive, discharge, and covenant not to sue UDM, its Board of Trustees, directors, officers, employees and agents (hereinafter referred to as "Releasees") for any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Program, regardless of whether the injury, damage or death is caused by the negligence of the Releasees or otherwise.

ASSUMPTION OF RISK: I understand that there are potential dangers incidental to my participation in the Program, some of which may be dangerous and which may expose me to the risk of personal injuries, property damage, or even death. I understand that these potential risks include, but are not limited to: travel to and from the Program; local transportation; getting arrested; being held in jail; consumption of food; weather conditions; criminal activities; terrorist activities; negligent or willful acts of other participants; negligent first aid operations or procedures of Releasees; and other risks that are unknown at this time. I knowingly and voluntarily assume all such risks, both known and unknown, even if arising from the negligence of Releasees, and assume full responsibility for my participation in the Program.

INDEMNITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that may arise as a result of my participation in the Program, regardless of whether the injury, damage or death is caused by the negligence of the Releasees or otherwise.

CHOICE OF LAW/SEVERABILITY: I hereby agree that this Agreement shall be construed in accordance with the laws of the State of Michigan and that this Agreement is intended to be as
broad and inclusive as permitted by such law. I further agree that if any portion hereof is held invalid, the balance shall, notwithstanding, continue in full force and effect.

**HEALTH/SAFETY:** I am aware of all applicable personal medical needs, and I am unaware of any health-related reasons or problems which preclude or restrict my participation in the Program. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Program. I understand and agree that UDM is not obligated to attend to any of my medical or medication needs during the Program, and I assume all risk and responsibility of the same. If, during the Program, I require medical treatment or hospital care, in a foreign country or in the United States, UDM is not responsible for the costs or quality of such treatment or care. I also understand and agree that if I am arrested during the Program, UDM will not provide me with bail money, attorney’s fees, new travel arrangements, local accommodations, or any other benefit not arranged prior to the Program. I agree that UDM may, but is not obligated to, take any actions it considers necessary under the circumstances regarding my health and safety. I further agree to pay all expenses relating thereto and release UDM from any liability for any actions it may take.

I have read this Agreement and fully understand its terms. I am aware that this Agreement includes a release and waiver of liability, an assumption of risk, and an agreement to indemnify the Releasees. I understand I have given up substantial rights by signing this Agreement, and sign it freely and voluntarily without any inducement. I am at least 18 years of age and fully competent; I execute this Agreement for full, adequate and complete consideration fully intending to be bound by it.

____________________________________ _____________________________
Signature of Participant      Date

**Signature of Parent/Guardian for Participants under eighteen (18) years of age:**
I certify that I have custody of Participant or I am the legal guardian of Participant by court order. I have read this Agreement and fully understand its terms. I am aware that this Agreement includes a release and waiver of liability, an assumption of risk, and an agreement to indemnify the Releasees. I join with Participant in granting a release to Releasees as set forth in detail above.

____________________________________ _____________________________
Signature of Parent or Guardian     Date
UDM's Internationally-based Educational Experiences offer an academic experience, and as such, academic responsibilities take priority over personal interests. As participants in an IBEE you are a cultural ambassador and your conduct will be seen as representative of the United States, as well as the city of Detroit and University of Detroit Mercy. While the consequences of poor behavior at University of Detroit Mercy reflect solely on you, misconduct abroad will be attributed to the entire group. In addition, poor behavior reflects poorly on the faculty leader. Most importantly, it is important to understand that the success and viability of a program rests in your hands. Offensive or indifferent behavior negatively impacts the experience of all participants and will result in negative evaluations by fellow participants and colleagues abroad that could prevent a program from being offered in the future.

**Minor Behavior Problems**

Minor behavior problems are not serious enough to warrant immediate dismissal from a program. Inappropriate behavior can affect the atmosphere and morale of the entire group. In addition, minor problems may escalate into major problems.

- Examples of minor behavior problems include:
  - excessive tardiness to class or class activities
  - personality conflicts between program participants
  - indifferent or rude behavior towards guests/guest speakers

**Major Behavior Problems**

University Of Detroit Mercy expects study abroad participants to abide by the laws, regulations, and custom of the host country, community, institution and program. There are certain areas under which the faculty leader, local resident director or designated staff has the authority to immediately dismiss a student from a study abroad program. The following behaviors are among those that should result in immediate dismissal from the program:

- conduct that violates University of Detroit Mercy College’s Student Code of Conduct
- violation of laws, rules and regulations, or customs of the host country, community, institution and program.
- behavior that is disruptive and detrimental to the group learning process and academic success of the program
- conduct that damages or destroys property of another person, institution or organization
- behavior that gives the program director and the Office of Study Abroad reasonable cause and to believe that the continued presence of the student in the program constitutes a danger to the health or safety of themselves, persons or property of another person’s or property or threatens the future viability of the program
- repeated offenses or severe infractions of the housing rules and regulations as established by the local facilities
- alcohol misuse
- physical or sexual assault
- harassment
- possession, use or distribution of illegal drugs
- setting of a fire or possession of explosives
- possession of a weapon, include BB guns and knives
- theft
• repeated bad behavior for which the student has been warned in writing

**Drugs use and alcohol abuse and misuse**

University Of Detroit Mercy College has a zero tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribute any alcoholic beverages except as permitted by host country laws and local institutional regulations. Alcohol misuse and abuse are not tolerated anywhere in the world and will not be tolerated on UDM College study abroad programs. Violation or local laws and/or UDM College regulations or policies may result in immediate dismissal from the program and disciplinary action upon return to campus.

Alcohol misuse is defined as any use that is harmful or potentially harmful to self or others. Alcohol abuse is planned, systematic misuse of alcohol. What is “alcohol misuse?” Alcohol misuse is present when:

1. A student misses any scheduled event because of the effects of alcohol consumption.
2. A student becomes ill due to the effects of alcohol consumption.
3. A student is disrespectful of others sharing the same housing, and congregates with loud group for social purposes.
4. A student engages in inappropriate behavior toward other individuals that is the result of alcohol consumption.
5. A student engages in destructive behavior toward other individuals that is the result of alcohol consumption.
6. A student does not abide by the laws of the country in which he/she is staying.
7. A student engages in behavior that causes embarrassment to the other members of the group, the faculty members or the in-country host (s) as a result of alcohol consumption.
8. Students in a group facilitate/ encourage or ignore a fellow student who is misusing or abusing alcohol.

**Alcohol misuse and abuse will not be tolerated on UDM College Study Abroad programs.**

Students are encouraged to use good judgment if consuming alcohol during non-program hours. If members of the group are abusing alcohol, students are encouraged to discuss these issues with the faculty leader. Peers should look out for each other and keep each other safe. If a student becomes incapacitated due to alcohol overuse, or if he/she is in need of medical service and faculty leader immediately, in order to protect the health and well-being of the affected student. The individual needing medical attention will be referred for assistance to address issues of chemical use/abuse. Peers are encouraged to make the responsible choice to notify program or emergency personal quickly. The person (or persons) making the call will not be subject to disciplinary action.
UDM CODE OF CONDUCT CONTRACT – ALL IBEE PROGRAMS

I, ______________________________________________________, understand that as a participant in
this program, I shall be subject to all rules, regulations and requirements as to conduct policies
of UDM as well as the national and local laws, ordinances and statutes of the country in which I
will be traveling. I understand that UDM reserves the right to require the withdrawal of any
participants from the overseas program on account of unsatisfactory academic work or
behavior. If my withdrawal from the program is required, I understand that upon dismissal I will
no longer be associated with the UDM program. I will be responsible for all program cost
incurred on my behalf and any additional costs resulting from my dismissal and early departure.
I agree to abide by all program guidelines as determined by the program leader.

_____________________________________________
Print Name

___________________________________________  ______________________
Sign         Date
### Documents required for IBEE’s courses & programs

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Above chart approved by Graduate and Undergraduate Standards Committees 12.10.2015

Approved by ALT 02.04.2016