Guidelines and Recommendations for Proposing an
IGS Endorsed Study Abroad Course
(updated 1/2016)

General Guidelines:
• The primary course instructor must be a full-time UM-Flint faculty member (Lecturer, Tenure Track, or Clinical). The UM-Flint instructor is the faculty member for the course.
  o 2 faculty members per 12 students is highly recommended, but not required.
  o Colleges/Schools may have a separate requirements for faculty-student ration
• The faculty member needs to have language fluency (reading and speaking) in the language of host country. If not, the proposal should outline what steps the faculty member(s) will take to ensure that language barriers are appropriately handled.
• While IGS tries to support all courses, we encourage new destinations, new faculty, and new course topics.
• Maximum course length is 3 weeks. This is based on face-to-face contact hours: pre-country visit, the actual field experience, and post-trip return contact hours.
  o Academic courses are 3 credits (in Spring/Summer semester the expectation is that a 3 credit course has at least 40 hours of face to face contact)
  o Service Learning courses are 1-3 credit variable
• Courses must begin on or after the start date of the given semester and end within the same semester. Spring and Summer courses are preferred for the faculty-led model.
• Proposed courses will first be reviewed by ITAC and then if approved passed onto IGS for review.
  o All safety policies for the University of Michigan-Flint must be followed. Courses must be aligned with the UM Travel Policy which restricts courses traveling to a country under a UM Travel Restriction. If you have any questions or concerns, please contact the Education Abroad Office or the International Travel Advisory
• Proposed courses must have the department and appropriate Dean’s office approval before submitting for IGS review.

Curricular Guidelines:
• IGS Endorsed Courses are required to bear the INT course prefix
  o INT 391: International Service Learning (1-3 credits, Pass/Fail)
  o INT 394: Special Topics in Study Abroad (3 credits, ABCDE)
    ▪ This course will bear the Global Studies general education attribute, pending GECC approval in 2016.
    ▪ Faculty members will be required to speak to how the General Education Outcomes will be addressed in the course within the online application.
  o INT 594: Special Topics in Study Abroad (Graduate Level)
• Course prefix cross lists will only be approved on a case-by-case basis by the director of IGS
• IGS courses need to be open to all students regardless of their major and carry no pre-requisites.
• IGS encourages interdisciplinary approaches to courses and co-lead courses.

Budget Guidelines:
• The course program budget needs to cover all expenses (including insurances, faculty travel and housing; and estimated airfare costs). Please provide two samples of estimated airfare costs, either from online travel sources or travel agencies.
• All enrollees will pay the full tuition rate for the number of credit hours for that course. The program fee does not include the tuition and fees.
• All travelers with a course are required to have HTH insurance, and submit all liability and medical waiver forms to the Education Abroad Office.
• Faculty stipend (not listed in course program budget) varies within the college and schools and depends on the faculty's individual appointment. Please contact your Dean's Office for clarification.

For any questions related to the Study Abroad Proposal or about IGS, please feel free to contact Shelby Newport, Director of International and Global Studies, Email: snewport@umflint.edu or Asinda Sirignano, manager of Education Abroad Office, email: agadzama@umflint.edu