



Study Abroad Program: An Opportunity in Global Learning

Informational Booklet

2013-2014 October 2013 update

NOTICE: Although every attempt has been made to ensure that this *Study Abroad Program Informational Booklet* is complete and accurate, MJi reserves the right to make changes to any portion of this document it deems necessary. MJi students and others are also reminded that any oral representations of MJi policies made by anyone may not be accurate and therefore such oral representations will not prevail over school policies available in writing.

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WHAT IS MJI?

The Michigan Jewish Institute (MJII) is a senior four-year, career oriented Jewish college, accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor's and Associate's degrees and other certificates.

MJI provides excellent academic baccalaureate and associates degree-granting programs along with various certificate granting learning opportunities that combine an arts and sciences foundation with multiple concentrations in computer sciences, business and Judaic studies - in a warm and welcoming Jewish environment.

Supporting objectives of the Bachelors Degree, Associate Degree and Certificate Programs include in part:

To provide in-depth education in applied disciplines such as Business Information Systems, Computer Information Systems and Judaic Organizational Leadership. This is achieved by carefully chosen, up-to-date and balanced curricula in these and other offered disciplines;

To equip students with relevant theoretical and practical backgrounds so that upon graduation they can be integrated into the business/industrial or nonprofit workforce and immediately begin working and making their contributions. This is achieved by ensuring a constant stress on real world applications by instructors who are experienced in their fields of expertise, and by maintaining state-of-the art educational resources, computer hardware and software labs;

To make the learning environment effective and pleasant. This is achieved by means of small class sizes and enthusiastic personal contact between teaching faculty, administration and students;

To provide a well-rounded and balanced education through required studies of the liberal arts and sciences. This is achieved by means of a carefully crafted General Education core curriculum;

To graduate students who have acquired moral values and integrity and are cognizant of our great Jewish ethical and moral traditions. This is achieved by providing mandatory courses in such areas as ethics and philosophy.

Founded in 1994, MJI has been graduating ever-growing numbers of students in: Applied Judaic Studies; Judaic Leadership; Judaic Education; and Business and Information Systems professionals with multiple language and other skills, including: JAVA, Oracle, C++, ASP, HTML, Visual Basic, Grid Computing and others. We are pleased to report that many of our graduates have been placed in *choice* career employment or have gone on to graduate and professional schools for additional training and scholarly pursuits.

A brief list of organizations that have employed MJI graduates includes:

Absoft	Henry Ford Health System	Sanders Consulting IT Serv
ADVAL	Jewish Comm. Center-Det	Silverstein Hebrew Acad.
AutoPro Tech. Recruiting	Jewish Federation - Detroit	The Shul
Blue Cross Blue Shield MI.	Machon L'Torah	Thompson Associates
CDI	Michigan Jewish Institute	UPS
Chrysler Corporation	MS Title Reseach	Yeshiva Akiva
Compuware	OYYL Lubavitch Cheder	Yeshiva Beth Yehuda
Gale Research	PPOM	Yeshiva Darchei Torah
Gardin Consulting Grp.,LLC	P'TACH	Many Others

A partial list of universities that have accepted MJI graduates for advanced graduate, medicine and law studies:

Columbia University	Indiana University	University of Michigan
Cardozo Law School	Marygrove School of Educ.	University of Pittsburgh
Duke University	Oakland University	Wayne State University
Eastern Michigan University	Temple University	Yale University
Einstein Medical School	Touro International Univ.	Yeshiva University
	University of Maryland	(& many Rabbinical Colleges)

The Institute offers instruction that keeps abreast of changing technologies and is personalized to meet the student's needs. MJI also offers academic assistance to those who have completed courses and programs of higher education at other institutions, domestically and abroad, and serves all segments of the general and Jewish communities.

MJI admits students to its degree and certificate programs without unlawful discrimination based on race, religion, color, age, sex, sexual orientation, marital status, disability/handicap, national origin, height, weight, or other protected classifications, granting all the rights, privileges, programs, utilization, benefits and other activities generally accorded or made available to students at the Institute.

STUDY ABROAD PROGRAM

A WORLDVIEW:

The Michigan Jewish Institute Study Abroad Program is designed to permit our bachelor degree seeking students to spend a year or two of intensive, postsecondary study abroad.

Students participating in the MJI Study Abroad program enjoy an enriching and valuable experience and, by the conclusion of the program, they complete a number of courses of study, which may be transferable to MJI's general education and core concentration requirements depending on the students' academic program plans and courses taken. Full details about the transfer of credits while studying abroad are available in the current MJI *Academic Catalog and Student Handbook* in the section titled, "Study Abroad Collegiate Program."

Michigan Jewish Institute also uniquely recognizes the value of Torah study and enrichment of core values provided within the scope of the Study Abroad program curriculum. Thus, although career oriented, MJI also acknowledges that a significant portion of Study Abroad educational pursuits may be dedicated to Jewish law, history, philosophy and pedagogical approaches and the Hebrew language and literature.

It is well understood today by many business and academic leaders that students from the U.S. who have an opportunity to study abroad gain an understanding of a culture and language not their own. Perspectives mature and intellectual horizons expand. According to *Dean and Provost* (Vol 12, Issue 7, March 2011) global learning opportunities can help U.S. students:

- Build important interpersonal, intergroup and intercultural skills to be citizens of the globe;
- Bridge both the traditional U.S. notions of diversity based on race and other social identities with a more international/intercultural focus;
- Be intentional about interaction (i.e., intergroup relations);
- Benefit regardless of their own nationalities;
- Identify the relevance of international experience with everyday life at home; and,
- Embrace disagreement and create opportunities to work through it.

And, from the U.S. Department of Education:

"We enthusiastically encourage and support U.S. students studying abroad," Martha J. Kanter, Undersecretary for Education, and Eduardo M. Ochoa, Assistant Secretary for postsecondary education, wrote in an October 2011 memo to representatives of six foreign embassies. (As reported in the *AACRAO Transcript*, March 22, 2012.)

Additionally, upon their return to the States and the collegiate environment, many MJI students are able to immediately begin their studies at the sophomore level (or junior level for those spending two years abroad), having completed the equivalent of two to four semesters of general and concentration studies while abroad. Moreover, they appear to have a deeper understanding of their continuing education's importance in a global economy.

A religious and educational view:

In addition to recognizing accredited colleges and universities abroad and throughout Israel, Michigan Jewish Institute routinely evaluates potential host schools offering a religiously and culturally sensitive environment. This assures those students needing it that the Study Abroad program will meet both their academic and religious requirements.

MJI executive staff work with potential host schools wishing to sign study abroad agreements with MJI. MJI representatives then visit many approved host schools from time-to-time to review their continuing appropriateness for our students.

MJI maintains a roster of approved host schools, which are acceptable destinations for students admitted into the Study Abroad program. Understandably, not all approved schools are actually attended by MJI guest students each year. (Since host schools and other programs are added or deleted from time-to-time, please contact the Michigan Jewish Institute for a current list of approved study abroad sites).

PROGRAM BENEFITS:

- Cross-cultural experience not otherwise possible, stateside
- Broadened, global perspective while expanding your intellectual horizons
- Credits earned abroad accepted by a number of U.S. colleges and universities
- Availability of financial assistance for your Study Abroad Program and MJI college education, **if you qualify**

Virtually no loss of time in pursuing career oriented baccalaureate and more advanced degrees

- Obtained global perspective can lead to increased employment opportunities at graduation

APPLICATION AND ADMISSION PROCEDURES:

All applicants for the Michigan Jewish Institute Study Abroad Program must complete a number of steps:

Students are expected to independently determine their acceptability to their school of choice, abroad (host). Most universities, colleges, yeshivot, seminaries, and other postsecondary schools evaluate student applicants during the late fall and winter months prior to the intended academic year of study. Please see your high school counselor (for Freshman Study Abroad programs) or your MJI academic counselor (for post-Freshman Study Abroad programs) for assistance in selecting an appropriate host school and beginning a timely application process.

You must contact an MJI advisor to determine if your chosen host school is eligible for MJI's current Study Abroad Program.

To ensure your acceptance into a choice host “Study Abroad” school, you should strive to complete the MJI application process and be accepted as an MJI student **no later than June 1** prior to the academic year desired for the Study Abroad Program.

A complete MJI admissions request includes:

1. Completed MJI application
2. Evidence of graduation from High School or equivalent (GED) or other proof of high school completion. Students providing complete high school transcripts will be given preference in the admissions process over those submitting other proofs. (Foreign students have additional admission requirements. They should review the MJI Academic Catalog section on “Foreign Students” for complete details.)

Very Important: Students must be admitted to one of MJI’s BAS degree programs in order to be eligible for the MJI Study Abroad option.

The completed application, including official transcripts and any other records necessary for admissions consideration, must be filed with the Office of Admissions prior to the beginning of the desired semester.

In order to aid the Admissions Committees with their decision processes the applicant is urged to send in any other pertinent material such as:

- Scholastic Aptitude Test (SAT) scores (MJI School Code **#1505**) and/or American College Test (ACT) scores (MJI School Code **#2023**);
- Personal references;
- School honors and achievements.

Subsequent to admission into MJI, students are strongly urged to arrange for a face-to-face or online meeting with an MJI advisor for program orientation and to plan short and long term academic goals. (It is the student’s responsibility to avail themselves of the Study Abroad orientation and program planning made available by the host school.) MJI will contact the student’s selected host school abroad to verify the student’s admission into an acceptable academic program. MJI will also arrange for the proper reporting of credits earned at the host school to MJI as each semester abroad is completed.

To ensure proper processing and timely receipt of any financial assistance that might be awarded, students applying and qualifying for financial assistance through MJI also should complete and provide to MJI the following materials, no later than June 1 prior to the academic year desired for the Study Abroad Program (March 1 if applying for financial assistance from the State of Michigan):

1. Free application for federal student aid (FAFSA):

To complete your application in the quickest and most efficient manner, MJI's Office of Financial Aid strongly recommends that all applicants complete their FAFSA forms "on-line" by registering for a personal FAFSA PIN number and completing the FAFSA form, both of which are available at www.fafsa.ed.gov

2. A signed copy of your most recent Federal tax return (yours **and your parents'** if under age 25)

3. Income Verification Worksheets, copies of which are available on the MJI website at www.mji.edu

4. Applicants who are not citizens of the United States must also provide copies of passports, student visas, refugee papers or any other documents showing eligibility to be in the US as a student and any eligibility for financial assistance

Your application for financial assistance cannot be processed without ***all*** the materials outlined above. Incomplete and therefore delayed applications can result in failure to receive some or even all of the aid for which you may be qualified or otherwise entitled. Further, even if your application for financial assistance is accurate, complete and timely submitted, MJI cannot guarantee that you will receive any awards. The awarding of financial assistance is solely based upon the requirements and evaluation techniques of the various aid sponsors at the time you apply.

TUITIONS:

Tuition schedules and other fees can be obtained through the MJI admissions office and vary depending on the foreign school that the student attends. Students enrolled in MJI's Study Abroad program may apply for many but not all of the financial assistance programs offered to MJI students. Please call the MJI financial aid office at 248-414-6900 (in the U.S.A. you may call toll free at 1-888-INFO-MJI) ext.102 for further details.

It is also important to recognize that in addition to your selected host school's routine tuition and fees, some host schools may have separate fees they charge to study abroad and/or other guest students they admit. MJI is not responsible for any such fees that your host school may charge you.

Special Note About Dropping Course(s) While Studying Abroad:

Should a student withdraw from any course(s) mid semester or entirely terminate attendance at their host school, they must ***immediately*** notify MJI of this. This will assure all concerned parties that any financial assistance dollars are not inappropriately used. You and your host school will be protected against the possibility of appearing to engage in fraudulent activity by U.S. regulatory authorities.

You should note that withdrawing from (otherwise known as dropping) courses does include certain personal financial ramifications for you. These are completely described in the ***MJI Academic Catalog and Student Handbook*** published each year and are summarized in part here for your convenience. (For full and authoritative details about these matters, you should always refer to the current MJI catalog which is conveniently available to you as a downloadable pdf file via our website at www.mji.edu on the FAQ page and other locations within the website.)

“The MJI official drop/add period begins on the first day of instruction for a particular course and continues through the next six calendar days. You are responsible for tuition and fees unless official action is taken by you to withdraw from a course during the official drop/add period.”

Financial aid will be applied to your student account when verification of registered courses is provided by your host school and the drop/add period has ended.

NOTE: Study Abroad program fees are charged by the semester. You should check with your host school regarding their drop policies and resulting refund policies, if any.

Students electing to spend some time in MJI’s study abroad programs are reminded that studying abroad does not change any of their academic program requirements at MJI. MJI equivalent courses that were anticipated for completion while abroad and were not completed during the study abroad will have to be made up upon return to MJI’s on-site or on-line campuses.

TRANSCRIPTS AND GRADES:

Students may participate at MJI in Study Abroad for a maximum of 59 semester credit hours earned at an approved and accredited Host School. Students may participate at MJI in Study Abroad for a maximum of 29 credit hours earned at an approved and unaccredited Host School. Although studying abroad, all students are enrolled as regular BAS seeking students in one of the academic programs offered by MJI. Please see the current ***Michigan Jewish Institute Academic Catalog and Student Handbook*** for details on all available academic programs. Study Abroad students are therefore subject to all the rights and obligations of both MJI and the host school. The current MJI Academic Catalog/Handbook may be downloaded from the MJI website at www.mji.edu or by contacting MJI at 248-414-6900 (in the U.S.A. you may call toll free at 1-888-INFO-MJI) ext. 110.

Generally, students register for MJI equivalent courses at the host school and these are entered on MJI registration forms as well. At the conclusion of course work abroad, grades and credits are sent by the host school to MJI and approved credits documented on students’ MJI transcripts as SA transfer credits.

Students are strongly urged to obtain permission from an MJI academic counselor before taking courses at the host school that are not directly equivalent to MJI courses. Failure to obtain such permission could result in non-equivalent courses being rejected for transfer to MJI. This could

also result in a loss of financial assistance and a required return of funds to the funding sponsor already distributed on behalf of the student.

Grades earned during study abroad will follow the American system (with letter grades A to F). In order to be considered a full time student by MJI, a student must take at least ***12 American credit equivalents*** (and equivalent to courses offered directly by MJI) each semester while abroad. Often times, “credits” reported by foreign schools are based on classroom periods and not American semester hours. Such classroom period records will be converted to American semester credits via formal written agreements between MJI and the approved host schools. Students should be aware that conversion to American credits can result in a reduction of the number classroom periods/credits reported. Semester credits recorded on the MJI transcript may be only two-thirds to one-half the classroom periods reported by the host school.

Although host schools issue grades for courses you are approved to take while studying abroad, only the credit counts will be transferred to your MJI transcript after you complete each semester abroad. The grades the host school gives you will not appear on your MJI transcript. Full details about the transfer of credits while studying abroad are available in the current MJI ***Academic Catalog and Student Handbook*** in the section titled, “Study Abroad Collegiate Program.

Students should also note that some Study Abroad host schools may provide their students with several optional, final testing periods, some of which may extend well beyond the conclusion of a particular semester. These optional testing periods must not be elected by MJI students attending the host school. MJI may decide not to use information from these later testing periods. You must conclude all your host school course requirements (including final testing and/or submission of final term papers) by the last day of a semester so that your host school can meet its requirement of submitting your grades to MJI in a timely manner (i.e., within two weeks of semester end). Your host school has also been advised of this and has formally agreed not to permit you to opt for extended final testing periods that may be offered to non-MJI students.

Should you somehow succeed in postponing any final testing beyond a semester’s conclusion, you are advised that this could adversely impact on the number of MJI credits you earn at the host school and/or result in the loss of some, if not all, financial assistance you may be receiving. If your host school, postpones your final testing without your permission, you are to immediately advise the MJI Office of Academic Administration. However, you will not be penalized in such a situation if you alert MJI as soon as you become aware of it.

The Michigan Jewish Institute strongly recommends that those students considering dropping out of MJI and attending another college (“destination” or “receiving” school) after completing their MJI Study Abroad Program contact an admissions advisor at the “destination” school to determine which Study Abroad credits may or may not be accepted. MJI can make no warranty about the transferability of courses taken while studying abroad to schools other than MJI. (Please review the current ***MJI Academic Catalog and Student Handbook*** for a complete and authoritative discussion on Transferability of Credits.)

MJI ACADEMIC CATALOG AND STUDENT HANDBOOK:

MJI students enrolled in MJI's Study Abroad Program are expected to adhere to all MJI policies and procedures that are relevant while they are abroad. These include but are not limited to:

- Selection of courses appropriate for their academic program and equivalent to MJI offered courses
- Insuring that any course prerequisites have been met
- Timely registration for courses
- Management of course attendance and requests for Incomplete or other non-grade marks¹
- Ethical completion of course assignments
- Communicating with MJI in English and not the local foreign language²
- Satisfactory Academic Progress requirements
- Grievance procedures
- More...

All of these and much more can be found in the MJI *Academic Catalog and Student Handbook* which is published each year. Hard copies are available from MJI's Administrative or Academic Offices. You can also download copies in pdf format from the MJI website at www.mji.edu. (There are links to the catalog on the FAQ page and several other locations throughout the site).

MJI STUDY ABROAD REBATE PROGRAM (SARP):

The Study Abroad Rebate Program (SARP) is available to all students that attend and complete the MJI Study Abroad program. The funds are a partial rebate of the Study Abroad program fee. This rebate can be applied directly toward the student's continuing education at MJI, excluding Study Abroad.

The rebate amount is \$1050.00 for a full year of a paid Study Abroad fee. There will be a maximum of only one \$1,050.00 rebate. The rebate amount will be \$525.00 for a student who attends for one semester.

The rebate can only be used toward MJI courses taken separate and apart from the Study Abroad program and is not refundable if not used. The first rebate will be issued upon the student registering for MJI courses separate from the Study Abroad program fee.

The SARP will be available only for the year following the Study Abroad program attended by the student. The rebate can only be used for offsetting standard fees and tuition, not special cohort rates. See the current *MJI Academic Catalog and Student Handbook* for full details.

¹ You are reminded that requesting non-grade marks such as incompletes can have implications for any financial aid you may receive. They will certainly affect your total credit counts.

² This includes submission of any forms, email messages or any other media. All email between the student and MJI will be conducted via the student's MJI email service and not other personal email addresses the student may have. Please contact MJI's technical support (helpdesk@mji.edu) if you do not have an MJI email address.

ACCOMMODATIONS WHILE ABROAD:

Because MJI students entering our study abroad program select host schools scattered throughout the world, it is simply impossible for MJI to take any responsibility for their living arrangements. Study abroad students are expected to take full responsibility regarding their room and board while abroad.

Often, host schools maintain their own dormitories or student apartments. When this is the case, we recommend that students avail themselves of these options, if found acceptable by the students and their parents. In instances where such host school housing resources are not available, the student should seek assistance in finding appropriate housing from the host school. Absent that, students are on their own regarding room and board.

MEDICAL CARE:

Good health is everyone's goal and in virtually every instance, students availing themselves of the MJI Study Abroad Program are generally in good health. Unfortunately, there are no guarantees that the health status of all students will remain the same for an entire academic year. Accidents happen and sometimes students fall ill. It is in everyone's best interest that all students receive the best available medical care while they study abroad. MJI recommends that all applicants for the Study Abroad Program contact their prospective host schools to learn more about the medical coverage available at those schools.

In considering the medical programs made available overseas, please keep in mind that many American health insurance plans no longer cover **routine** medical care while abroad. Your own local health insurer may **only** cover **emergency** treatment while away from its service area. If you should decide against purchasing a comprehensive medical policy made available through or recommended by your host school, then most likely you will be personally liable for many of the medical costs you might incur while abroad. These could include: doctors' and other specialist/professional fees, x-rays, lab work, prescriptions, hospital costs, etc. MJI strongly recommends that you contact your current health insurance agent or your employer's benefits manager to determine your level of medical coverage when overseas. ***MJI accepts absolutely no responsibility for the health status, medical or mental health care or treatment of any students.***

A WORD ABOUT SAFETY IN TROUBLED TIMES:

A national symposium on safety issues for Schooling Abroad recommended that **students and their parents** who may be thinking about attending study abroad programs consider the following issues:

1. Where is the Host Program Located?

Has the U.S. Department of State issued any Travel Warning or Advisory? See State Department website: www.state.gov; then click on "Travel Warnings."

Are other U.S. academic institutions continuing their study abroad programs at that location?

Consult with MJI Study Abroad counselors, faculty or administrators who may have information that will aid you with your decision.

2. Who is Actually Sponsoring the Host Program?

Is the host school part of a larger institution or if the directors at the host school are employees of another institution, have you investigated the steps the other institution has taken to safeguard the health and safety of students, and how they will communicate with designated U.S. based family members on a regular basis?

3. Is There Adult Supervision?

Is 24-hour contact with a supervisor available at the host school?

4. Where Are the Students Living and Studying?

Are the students living in an environment for Americans only? With families? Others?
How do students get to and from the host school? The less daily travel involved, the safer.
How much local travel is permitted? The less permitted or required, the safer.
What are the security arrangements at the host school?

5. Is it clear to MJI Students (and Parents) that attending the MJI Study Abroad Program is completely voluntary?

Do you understand that completion of a *study abroad program* is **not a prerequisite** to fulfilling any MJI academic requirements?

Are students permitted to leave the host school if they feel unsafe?

If necessary, does the host school have arrangements for allowing students to leave in the middle of the program?

If the student leaves the Study Abroad program early, will accommodation be made for tuition credit by the host school?

Are parents and/or students required to sign an MJI release? **Yes!** Please see the required form at the end of this brochure.

6. Is the Student Prepared to Get Out of the Host Country, Fast?

Do you have a resource in the host country to evacuate the student fast, if necessary?

Do you know how to contact the American Embassy, Consulate or assisting agency in the host country? If not, you should visit the following website before you travel to your Study Abroad host country. It provides you with much of the information you will need should you need assistance from an American Embassy or Consulate:

<http://studentsabroad.state.gov/emergencies.php>

7. What does insurance coverage provide?

Are there relevant exclusions?

Do you have sufficient coverage? See also Medical Care section, above.

8. What Is Your Plan for Communicating with Students?

Will you be communicating frequently with students, by e-mail or otherwise? You should know where students are at all times.

Do you have contact information for host school directors and other host faculty or staff?

TEACH-OUT PLAN:

MJI engages in a very rigorous selection process when negotiating agreements with its approved Study Abroad Program Host Schools. Only schools that can provide our students with a quality education are admitted into the program. Additionally, we take great pains to ensure that schools admitted into the program have demonstrated stability thus assuring our students and their parents that the study abroad program they voluntarily enter will continue throughout the duration of students' entire study abroad period.

In the unlikely event that a host school should fail to complete a program for any single or group of MJI students mid-program year, MJI is fully prepared to assist those students in completing their MJI equivalent courses. Students wishing to remain in their foreign countries for the duration of their planned visit may complete their MJI equivalent courses in any of several ways:

- If available, MJI students may seek admission into another local MJI host school offering the same MJI equivalent courses they were taking at the failed host school and complete their studies there;
- They may complete their course work at an MJI campus addition or learning site if one exists at their foreign location;
- They may elect to complete their course work by taking MJI's own online version or via independent study with an MJI professor.

Upon failure of the initial host school, the affected MJI students should immediately contact their MJI advisor to discuss a customized approach to completing their work. Of course, students facing such a rare event as a host school failure can certainly return home and complete their work via MJI campus based classes, onsite or online.

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