



Upper Midwest Association for Intercultural Education

UMAIE Course Policies

1. As high impact, academic, experiential courses, the importance of aligning learning goals with the locations and activities is paramount. The UMAIE Board may ask for revisions or further articulation to course proposals that are either too extensive or lacking academic justification.
2. In selecting courses, the Board is guided by the following principles:
 - a. Quality offerings: Courses must meet or exceed the minimum academic standards for regular on-campus J-Term courses at the sponsoring institution. Each member institution is expected to review its proposals before submitting them to the Board to ensure their quality.
 - b. Experience in the proposed location: At least one director is expected to have first-hand experience in the countries to be visited.
 - c. New/innovative courses: The UMAIE Board encourages new (first-time) directors and courses. It also encourages courses of an innovative nature.
 - d. Program balance: The overall slate of UMAIE course offerings in any one January Term is expected to represent a range of countries and disciplines.
 - e. Universal representation: If possible, each school should have at least one course offered during January Term.
 - f. Shared opportunity: Course ownership by faculty members from different institutions is encouraged. If two schools are both proposing similar courses in any given year, the school that has not recently offered such a course or that is offering such a course for the first time will be given preference.
 - g. Program costs: Due to the increasing costs of higher education and international travel, UMAIE continues to favor courses that are lower in cost and those that incorporate cost-cutting measures. All UMAIE courses are subject to a price cap of \$4,300, not including international airfare. Faculty must work with Seminars International to adjust course itinerary and logistics in order to meet this cap.
3. The January Term is a discrete unit of study. Faculty Directors may not require preparatory work prior to the end of the fall term or summary work after the beginning of the spring term. Required reading for the program will be listed on specific course descriptions so that students may begin reading during the holidays. Required written work should be finished prior to the start of the spring semester of the host institution.
4. Each course requires contact hours equal to the minimum required on the Faculty Director's home campus. Required readings should clearly relate to the evaluation of the academic content of the student's work. The UMAIE Board requires an essay, final examination or some other form of writing that synthesizes in a meaningful manner the relevant experience of the course.
 - a. UMAIE Credit Hour Policy: Credit hours are defined as the time when students are

engaged in the learning objectives of the course. For a four-credit course abroad, UMAIE requires 20 academic days with 6-8 hours of academic time/activities per day. The term “academic activities” is defined as class time, excursions, site visits, guided tours, guest lectures, and time spent working on course-related readings and assignments.

For courses with online and abroad components (i.e., hybrid courses), the time spent abroad must be a minimum of 10 days, plus two days for travel to and from the overseas destination. Hybrid courses must satisfy the credit hour requirements specified above. For the online portion, the 6-8 hours per day would include all the time spent on course activities such as doing readings, watching online material, completing assignments and homework, participating in online discussions, etc.

For courses taught fully abroad, the time spent abroad must be a minimum of 20 days, plus two days for travel to and from the overseas destination. All UMAIE courses are subject to a 26-day maximum.

5. All UMAIE courses require letter grades and so cannot be “audited.”
6. Two Faculty Directors are required for each course. The primary Faculty Director must be a ranked faculty member from a participating UMAIE institution. The second director may be a qualified faculty member from a non-UMAIE institution. Exceptions will require UMAIE Board approval.
7. Generally speaking, Faculty Directors are responsible for academic content and arrangements such as lectures, site visits and interviews. Seminars International will handle logistics such as travel arrangements, guided city tours and ticketing for cultural events. It will also assist with other program arrangements as needed.
8. Faculty Directors are expected to be proactive in promoting their courses, providing additional course information and encouragement to enroll students.
9. Faculty Directors participate in an on-line UMAIE orientation for their course held in October or November. Directors meet with their students in a webinar format, and should treat this session like the first day of class. Directors are responsible for giving a detailed introduction to the course and locations to be visited, course requirements, day-by-day activities and most importantly, provide the cultural background for a successful intercultural experience. Seminars International provides travel itineraries, hotel addresses and other logistical information.
10. One Faculty Director must accompany the group from the point of origin and be with the group for the duration of the course. Any exception to this policy would require UMAIE Board approval. If Faculty Directors wish to extend their stay at the conclusion of the course, they must notify Seminars International no later than October 15, and pay any additional charges. One of the Faculty Directors must accompany the group back to the point of origin.
11. Faculty Directors submit grade reports to the UMAIE Secretary at the Prior Lake office of Seminars International no later than one week following the return of the course to the United States. Director's evaluation and financial reports are required within two weeks of the return.
12. Since the Faculty Director's expenses are pro-rated among the paying participants, a minimum enrollment of 16- 20 students is necessary. If fewer than the minimum number enroll, Seminars

International, in consultation with the Faculty Directors and the UMAIE Board member from the faculty members' school, will decide on the feasibility of rearranging the program for a smaller group. In mid-June, courses with fewer than 5 applicants will be canceled to allow those students to transfer to another course while there is still space available. Similarly, in mid-September, courses with fewer than ten applicants will be canceled.

13. UMAIE Member institutions will charge their own students for participation, adding any institutional administrative or tuition fees to the UMAIE travel base cost. Faculty can refer individual students back to their study abroad offices for information on costs.
14. Non-student applicants are accepted on a space available basis subject to the Faculty Director's approval. They must apply and register at the institution of the Faculty Director.
15. The UMAIE Board does not encourage a Faculty Director's spouse/partner or family member to accompany a UMAIE course unless that individual is serving as co-instructor. UMAIE's policies vary from campus to campus. All approvals must be obtained from the "lead" Faculty Director's UMAIE Board Member prior to mid-February of the year before the January course is offered.