13-14 Advising Resources for Study Abroad

Three Points

1. Study abroad is an academic program with GPA requirements, prerequisites, deadlines, assignments, and expectations for preparation, responsibility and engagement.

2. The Center for International Programs, faculty, staff and students are partners in the process with clear and complementary roles. Academic advising is primarily that of the faculty.

3. Study abroad is a process with a great number of choices but little flexibility. Details matter and can make all the difference. The staff of the CIP is committed to serving as many students as possible with the acknowledgement that a few may be disappointed if they have not learned about study abroad options and requirements.

Three Roles

1. The student takes the most active role and responsibility for preparation and the quality of the experience. Each student must initiate, assess preparation, talk with his/her advisor, meet requirements, complete the application, and meet deadlines.

2. The academic advisor assists the student with academic matters before, sometimes during and certainly after the experience. The advisor talks about academic consequences, assesses fit with academic plan, determines courses needed, reinforces language/course requirements in time, & directs student to fulfill eligibility requirements as indicated.

3. The CIP facilitates the process by sharing relevant information, developing advising that coordinates with the academic calendar, providing program information, selecting participants who meet program requirements, conducting orientation, advising in collaboration with faculty, facilitating enrollment, participation, and reentry to the campus community.
Study Abroad Resources

Materials are available to advisors in the College’s Academic Catalogue and the Study Abroad Handbook. Additional specific resources available through the CIP are:

- Consultation with CIP Staff - call 337-7133 or email cip@kzoo.edu to make an appointment
- CIP Web Site at https://reason.kzoo.edu/cip/ - specifically the For Advisors and Faculty page at https://reason.kzoo.edu/cip/faculty/
- Hornet Passport, the CIP’s online study abroad/away application system at http://kalamazoo.studioabroad.com/index.cfm?FuseAction=Programs.SimpleSearch  - you can browse for details on all the available programs and program requirements here.
- CIP Resource Room for various print materials and academic catalogs from host institutions.

Center for International Programs Staff

On-campus staff members are available for individual advising appointments. Please call our office at 269.337.7133 to make an appointment, or email us at cip@kzoo.edu. We are open Monday through Friday, from 8:00am to 5:00pm EST.

Dr. Joseph Brockington
Associate Provost
Director, Center for International Programs
Professor of German Language and Literature
brocking@kzoo.edu

- Program development
- CIP policies and procedures
- Institutional relationships

Dr. Brockington holds BA, MA, and Ph.D degrees from Michigan State University. A former Chair of the Section on U.S. Students Abroad (SECUSSA)of NAFSA:AIE, Joe has served as a member of the founding board of the Forum on Education Abroad, the Association of International Education Administrators (AIEA) executive committee, and serves on the national team of the International Education Leadership Knowledge Committee of NAFSA: AIEA. He has published and presented numerous papers at international, national, and regional, and consortial conferences on topics in study abroad orientation and re-entry, international programs administration; campus internationalization, and modern German literature. He organized and from 2005-2009 led the workshop on Best Practices in Legal and Risk
Management Issues in Education Abroad at the NAFSA annual conference. Joe is one of the co-editors of the third edition of NAFSA’s Guide to Education Abroad for Advisers and Administrators.

Dr. Margaret Wiedenhoeft - Vita
Associate Director
Walk-in Hours: Fridays 1:30-4 PM
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- Kalamazoo-sponsored programs in Australia, China, France, Germany, India, Italy, Spain, and Thailand
- Faculty led study abroad programs
- CIP policies and procedures
- Study abroad grade reports

Dr. Wiedenhoeft holds a BA in International Studies from Emory University, an MBA in International Business from Western Michigan University, and a Ph.D from Western Michigan University. Margaret has been at “K” for more than 10 years and at one time or another has performed just about every job there is to do in the study abroad office. Currently she manages the Kalamazoo study abroad programs in Australia, China, France, Germany, India, Italy, Spain, and Thailand and also works with faculty interested in developing short-term courses abroad. Margaret’s interest and passion for international education began with her experience living, working and studying in Berlin, Germany for four years. Professional interests include promoting non-traditional study abroad sites, short-term study abroad programming, international service learning projects, and conducting research about the impact and experience of study abroad on U.S. college students.
Narda McClendon  
Assistant Director  
Walk-in Hours: Wednesdays 1:30-4 PM  
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- Non-Kalamazoo study abroad programs  
- Kalamazoo-sponsored programs in Senegal, Kenya, and Botswana  
- Primary responsibility for organizing orientation and reintegration programs  

Narda is a native Kalamazooan, and a returned Peace Corps volunteer (Liberia). She interned this past summer with the Summer Institute for Intercultural Communication. Narda is intrigued by cultural identity and development, as well as cultural education. Her responsibilities at K include: K programs in Africa, Non-K programs, Reintegration, the Peer Advisor program, and coordinating pre-departure orientations. Narda has a BA in American Studies from Western Michigan University, with minors in African Studies and Sociology.

Angela Gross  
Assistant Director  
Walk-in Hours: Thursdays 1:30-4 PM  
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- International student and scholar adviser  
- Kalamazoo-sponsored programs in Ecuador, Mexico, Costa Rica, and Trinidad as well as Non-Kalamazoo programs in Chile.  
- Senior Project Abroad grants  

After graduating from Kalamazoo College, Angela moved to Münster, Germany for one year as a postgraduate fellow. Upon her return to the U.S., Angela taught German at Western Michigan University and Hackett Catholic Central High School before moving to Quito, Ecuador in 1996. There, Angela taught
English and worked as Director of International Programs at Universidad San Francisco de Quito, K’s partner university. In 2002, Angela returned to the U.S. and taught Spanish at Kalamazoo College before joining the Center for International Programs in 2003. Angela currently manages the Kalamazoo study abroad programs in Chile, Costa Rica, Ecuador, Mexico and Trinidad and is also the international student and scholar adviser. Angela has a MAT from Georgetown University and a BA from Kalamazoo College, where she studied German and Art History.

Heather Garcia
Operations Manager
Walk-in Hours: Tuesdays 1:30-4 PM
hgarcia@kzoo.edu

Heather has been at “K” for five years. As Operations Manager for the CIP, her responsibilities include the financials for the department and international programs, domestic study abroad processing, student application and forms processing, student international health insurance, student travel, and student visa processing. Heather has a BBA from Davenport University in Accounting/Internal Auditing.

- Application and form processing
- Coordinate air, visas, medical insurance, and program enrollment
- Financial matters

NaShera Sutton
CEE receptionist/Resource Room Coordinator
nsutton@kzoo.edu

NaShera is the most recent addition to our staff. She recently returned to Kalamazoo from Nashville, TN where she worked as an insurance claims processor. NaShera has a BA from Western Michigan University and an Associate’s Degree from Kalamazoo Valley Community College. She brings an array of
great organizational skills to K. Born in Detroit, NaShera enjoys cooking a variety of dishes, traveling and has a passion for the sport of fencing. She is interested in learning new languages.

- Provide basic information for students, parents and other visitors to the CIP and CCPD
- Coordinate campus visits
- Schedule appointments for program managers and career advisors

Teresa Lyn ‘T’
Operations Assistant
tlyn@kzoo.edu

- CIP website and Hornet Passport development and maintenance
- Publication creation and maintenance
- Operations and program support

Teri (‘T’) is a web and graphic designer with administrative and design experience in a variety of environments. She has a BS in e-Business and attended the Center for New Media for web and graphic design. Prior to K, Teri was an international accounts administrator, webmaster, and material and production planner for a global aerospace manufacturer. Teri’s interests include design, travel, reading about and exploring new cultures.