Center of International Programs Areas of Responsibility

A. Study Abroad

1. Provide study abroad advising for students wishing to participate in study abroad.

2. Oversee the application and selection process for all students wishing to study abroad

3. Develop appropriate Kalamazoo sponsored study abroad programs (including faculty-led study tours, short-term, and summer programs).

4. Certify new Kalamazoo College study abroad programs and partners abroad for transfer of credit.

5. Identify and certify non-College sponsored study abroad programs for transfer of credit.

6. Operate and manage the Kalamazoo sponsored programs (currently 18 programs in 13 countries)

7. Maintain professional relations with the other 25 non-Kalamazoo programs on the list of programs pre-approved for transfer of credit.

8. Recruit non-Kalamazoo students for participation in selected Kalamazoo study abroad programs in Kenya and Senegal

9. Provide academic liaison between the College and the programs overseas including the collection and certification of grade reports.

10. Provide pre-departure and re-entry orientation programs, publications, materials, and services to students.

11. Provide appropriate publications, including Web pages, in support of the study abroad program.

12. Disseminate information on and provide advising for study abroad scholarships.

13. Provide information and resources to parents of study abroad students.

14. Provide regular professional development opportunities for the Resident Directors of College study abroad programs

15. Perform study abroad program reviews on a regular basis.
B. Administrative Support for Domestic Off-Campus Programs

In collaboration with the Center for Career Development, provide administrative support for the advising, application, admission, and enrollment of Kalamazoo students in these programs, as well as provide sufficient reflective opportunities for students to begin translating their experiences into learning.

C. International Student and Scholar Services

1. International Student and Scholar Advising
   a. Provide arrival orientation for international students and scholars
   b. Collaborate with other academic and administrative offices to provide a supportive environment for international students and scholars.
   c. Sponsor the International Students Organization
   d. Provide administrative support for the “Host” program for international students.
   e. Serve as a resource for foreign credential evaluation for Admissions.

2. Provide visa and immigration services and information to the College
   a. Administer the F-Program for all international students at the College, including preparation of I-20’s
   b. Administer the Exchange-Visitor (J-) Program for the College
   c. Administer Curricular and Optional Practical Training Programs for all international students at the College as required by U.S. law and immigration regulations.
   d. Maintain immigration records for international students and faculty.

D. Collaboration and Administrative Support for Internationally Focused Grants

1. Collaborate with individual faculty, departments, and programs developing grant proposals that further the College’s international mission. Provide administrative support once the grant has been received. (See below for examples of past grant activity.)

2. Provide administrative oversight and program management for the programs and activities funded by the grants from the Isabelle Beeler Fund for International Education at Kalamazoo College, including grants for students to pursue research for their senior projects abroad as well as Faculty Study Abroad Grants.
E. Maintain and Nurture the College’s International Relations and University Partnerships

1. Maintain partnership relations with some 20 foreign universities, including such areas as student and faculty exchanges, post-graduate opportunities, dual-degree and transfer programs and other collaborative ventures.

2. Administer the University Partner Exchange Program (UPEP), which brings more than 30 exchange students to campus each year.

3. Nurture the College’s relationships with overseas NGOs and other international organizations, which have hosted Kalamazoo students, especially ICRP students.

F. Represent the College’s International Programs to External Constituencies and Organizations

1. Participate in the annual meetings, serve in leadership positions and/or contribute to the publications of the International Education organizations to which the College and/or the CIP is a member, including: NAFSA: Association of International Educators, Institute of International Education (IIE), Council for International Education (CIEE) Association of International Education Administrators (AEIA), and the Forum on Education Abroad.

2. Collaborate with colleagues from GLCA, ACM, and International 50 Colleges on matters, programs, and research projects in international education.

3. Provide advocacy for the College and its International Programs and International Experiential Education in community, regional, national and international forums

4. Serve as a resource for Colleagues International and similar organizations in the Kalamazoo community for international visitors wishing to know more about private liberal arts colleges.

G. Promotion of International and Intercultural Education on Campus

1. Work with the College Community to promote and celebrate International Education week each November.

2. Consult with College committees and academic and administrative departments on matters of international education.

3. Publish Passage, a magazine of student writings about their study abroad experiences.

H. Collaboration in Experiential Education on Campus

1. Collaborate in the ongoing development of the program of experiential education at the College.

2. Be a member of the College Faculty Experiential Education standing committee.
I. Collaboration in the Comprehensive Internationalization of the College

1. Provide institutional research data on study abroad and international education for the College
2. Provide administrative support and expertise to the College’s effort in Comprehensive Internationalization.
3. Collaborate with the Assessment Committee on ongoing assessment projects (such at the Teagle).
4. Collaborate in the professional development of faculty by providing administrative support for faculty wishing to visit programs, conduct research, or attend conferences abroad.

J. Budgetary Oversight for the College’s International Programs

Develop a budget and monitor expenditures for the College’s International and Off-Campus Programs

K. Collaboration with the College’s Crisis Team in Emergency Response

1. Develop, practice, and revise appropriate emergency procedures and policies for the College’s International and Off-Campus Programs.
2. Collaborate with the campus crisis team

L. Supervision of and Professional Development for CIP Staff

1. Provide opportunities for the professional development of the CIP staff.
2. Develop and supervise para-professional student positions and serve as mentors for Kalamazoo and other students interested in international education.