



Study Abroad Program Informational Booklet

2010-2011

WHAT IS MJI?

The Michigan Jewish Institute (MJi) is a senior four-year 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 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 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 partial 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
Cordozo 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	Yeshiva University
		(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 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 students to spend a year or two of intensive, postsecondary study abroad.

Michigan Jewish Institute recognizes the value of intensive Torah study and enrichment of core values provided within the scope of the Study Abroad program curriculum. MJJ also acknowledges that a significant portion of Study Abroad educational pursuits are dedicated to Jewish law, history, philosophy and pedagogical approaches and the Hebrew language and literature. Thus, students participating in the 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 are directly transferable to MJJ's general education and core concentration requirements.

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 Keith Geiger, Director of Academic Programs at the U.S. Information Agency,

“The world is getting smaller, and if we think more students from other countries must come to the United States but we don't need to go abroad to learn their cultures and speak their languages we're sending the wrong signal.” (*Chronicle of Higher Education*, December 11, 1998.)

The above quote is more than ever relevant today in our global economy.

That American students should spend some time abroad during their college years is a sentiment that is also shared by the U.S. academic community.

“One would wish that they all could spend a full year abroad because we know that that has the greatest impact. But, what we are now trying to do is get students abroad at ***an earlier point in their college career*** (emphasis added) than has been the norm.” (John A. Markham, University of California, Study Abroad Program Director.)

Upon their return to the States and the collegiate environment, many MJJ 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 - 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 schools offering a religious learning environment to assure students that the Study Abroad program will meet both their religious and academic requirements.

MJI executive staff work with potential host schools wishing to sign articulation agreements and MJI representatives visit many of them from time-to-time. MJI maintains a roster of approved host schools, which are acceptable destinations for students admitted into the program.

A SMALL SAMPLE OF FOREIGN SCHOOLS, YESHIVOT AND SEMINARIES CURRENTLY MEETING MJI STANDARDS FOR THE STUDY ABROAD PROGRAM:

Programs are in Israel unless otherwise indicated		
Afeikei Torah	Hadar Bais Yaakov	Ohel Chana - AUSTRALIA
Ateres Bnos Yerushalayim	Hebrew University (<i>not all depts.</i>)	Ono College (<i>not all depts.</i>)
Baer Miriam Seminary	Kesher Institute	Pinmayut
Bais Chana Tzfas		P'ninim (Seminar Yerushalayim)
Bais Chaya Mushka - CANADA	Machon Bais Yaacov	
Bais Rivkah	Machon Bnos Menachem - CANADA	Seminary Chaya Mushka (Machon Alte)
Bais Yaakov Shoshanim	Machon Bnos Yehuda	Seminary Yerushalayim
	Machon Geula Seminary	
Bar Ilan University (<i>not all depts.</i>)	Machon Lev	Shoshanat Yerushalayim
BMC Seminary - CANADA	Machon Sara Schnirer	
Bnos Chava-Nevey	Mayanot Institute (<i>not all depts.</i>)	Tiferet Bnos Yaacov
Bnos Yaakov Yerushalayim	Mesilos Bais Yaacov	
Bnot Torah Institute	Midreshet Harova	Yeshiva Ner Yaacov
	Midreshet Rachel	Yeshiva Or Dovid
Chassidic Rabbinical College		Yeshiva Shaarey Yerushalayim
Chochmas Lev	Nachlas Bais Yaacov	Yeshiva Tiferet Yerushalayim
		Yeshivat Ohr Yerushalayim
Darchei Bina Seminary	Netsach	Yeshiva Tomchei Tmimim - CANADA
Derech Ohr Somayach	Neveh Zion	Yeshiva Tomchei Tmimim - ISRAEL
		Yeshivat Sha'alvim

Since host schools and other programs are added or deleted from time-to-time, please contact the Michigan Jewish Institute for information on schools that may have been added or deleted since this partial list was published.

PROGRAM BENEFITS:

- MJI assists you with your short and long term academic planning
- Students receive a cross-cultural experience not otherwise possible, stateside
- Achieve a broadened and global perspective while expanding your intellectual horizons
- Receive academic credits accepted by many U.S. colleges and universities
- Virtually no loss of time in pursuing career oriented baccalaureate and more advanced degrees
- Depending on your status, MJI may be able to help you receive financial aid for your Study Abroad Program and subsequent college education
- Accomplish your educational goals in less time than you thought possible

APPLICATION AND ADMISSION PROCEDURES:

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

1. Students are expected to independently determine their acceptability to their school of choice, abroad (host). Most Yeshivot, Seminaries, Universities 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 college academic counselor (for post-Freshman Study Abroad programs) for assistance in selecting an appropriate host school and beginning a timely application process.
2. **You must contact a MJI advisor to determine if your chosen host school is eligible for MJI's current Study Abroad Program.**
3. To insure your acceptance into a choice host "Study Abroad" program, you should complete the MJI application process and be accepted as a MJI student **no later than June 1** prior to the academic year desired for the Study Abroad Program.

A complete MJI admissions request includes:

- Completed MJI application

- Evidence of graduation from High School or equivalent (GED) or other proof of high school completion or signed statement by student affirming high school completion. Students providing complete high school transcripts will be given preference in the admissions process over those submitting other proofs.

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 Committee with its decision process the applicant is urged to send in any other pertinent material such as:

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

Subsequent to admission into MJI, students are strongly urged to arrange for a face-to-face or online meeting with a 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 transfer of credits from the host school to MJI as each semester abroad is completed.

4. To insure proper processing and timely receipt of financial aid that might be awarded, students applying for financial aid through MJI should also 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 aid from the State of Michigan):

- Free Application for Federal Student Aid (FAFSA)*
- A signed copy of your most recent Federal tax return (yours **and your parents** if under age 25)
- Income Verification Worksheets, copies of which are available on the MJI website at www.mji.edu

- 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 aid

*To complete your application in the quickest and most efficient manner, MJJ'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 which are available at www.fafsa.ed.gov

Your application for financial aid 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 to which you may be otherwise entitled. Further, even if your application for aid is accurate, complete and timely submitted, MJJ cannot guarantee that you will receive any awards. The awarding of financial aid 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 MJJ admissions office and vary depending on the foreign school that the student attends. Students enrolled in MJJ's Study Abroad program may apply for many but not all of the financial assistance programs offered to MJJ students. Please call the MJJ financial aid office at 248-414-6900 (in the U.S.A. you may call toll free at 1-888-INFO-MJJ) ext.102 for further details.

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 MJJ of this. This will assure all concerned parties that any financial aid dollars are not inappropriately used. You and your host school will be protected against the possibility of appearing to engage in fraudulent activity.

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 ***MJJ Academic Catalog and Student Handbook*** each year and are repeated, in part here, for your convenience. (For full details about these matters, you should refer to the current MJJ catalog which is always 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 MJJ 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.

- i. When withdrawal occurs within the first five percent of the semester, the Institute will retain twenty percent of the stated Study Abroad (SA) program fees plus an administrative fee of \$100.
- ii. Thereafter, when withdrawal occurs within the first four weeks of the semester, the Institute will retain forty-five percent of the stated SA fees plus an administrative fee of \$100.
- iii. Thereafter, when withdrawal occurs within the first eight weeks of the semester, the Institute will retain seventy percent of the stated SA fees plus an administrative fee of \$100.
- iv. Thereafter, the Institute will retain one hundred percent of the stated SA fees plus an administrative fee of \$100.

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 MJJ's study abroad programs are reminded that studying abroad does not change any of their academic program requirements. MJJ 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 MJJ's on-site or on-line campuses.

TRANSCRIPTS AND GRADES:

Students may participate for a maximum of two academic years (60 semester credit hours) in the MJJ Study Abroad Study Program (if attending a host school approved by MJJ for second year courses). Although studying abroad, all students are enrolled as regular students in one of the academic programs offered by MJJ. 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 MJJ and the host school. The current MJJ Academic Catalog/Handbook may be downloaded from the MJJ website at www.mji.edu or by contacting MJJ at 248-414-6900 (in the U.S.A. you may call toll free at 1-888-INFO-MJJ) ext. 100.

Generally, students register for MJJ equivalent courses at the host school and these are entered on MJJ registration forms as well. At the conclusion of course work abroad, grades and credits are fully documented on students' MJJ transcripts. Grades received from the host school are included in the computation of the student's GPA at MJJ as described in the college catalog.

Students are strongly urged to obtain permission from a MJJ academic counselor before taking courses at the host school that are not directly equivalent to MJJ

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 aid and a required return of funds to the funding sponsor already spent on behalf of the student.

Grades earned during the study abroad must 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 MJI courses) 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 articulation agreements between MJI and the host schools. Students should be aware that conversion to American credits can result in a reduction of the number classroom periods reported. Semester hours recorded on the MJI transcript may be only two-thirds to one-half the classroom periods reported by the host school.

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 Study Abroad host school credits to schools other than MJI. (Please review the current [MJI Academic Catalog and Student Handbook](#) for a complete 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
- 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...

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 addresses the student may have. Please contact MJI’s technical support (ksanders@mji.edu) if you do not have a MJI email address.**

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).

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 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?

- a. 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.”
- b. Are other U.S. institutions continuing their study abroad programs at that location?
- c. 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?

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

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

- a. Do you understand that completion of a study abroad program is **not a prerequisite** to fulfilling any MJI academic requirements?
- b. Are students permitted to leave the host school if they feel unsafe?
- c. If necessary, does the host school have arrangements for allowing students to leave in the middle of the program?
- d. If the student leaves the Study Abroad program early, will accommodation be made for tuition credit by the host school?
- e. Are parents and/or students required to sign a 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?

- a. Do you have a resource in the host country to evacuate the student fast?
- b. Do you know how to contact the American Embassy, Consulate or assisting agency in the host country?

7. What does insurance coverage provide?

- a. Are there relevant exclusions?
- b. Do you have sufficient coverage? See also Medical Care section, above.

8. What Is Your Plan for Communicating with Students?

- a. Will you be communicating frequently with students, by e-mail or otherwise? You should know where students are at all times.
- b. 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 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 insure 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. To date, MJI has been fortunate and no MJI study abroad host school has experienced a total failure, mid-program. However, previous experience cannot be a completely accurate predictor of future performance.

In the unlikely event that a host school should fail to complete a program for any group of MJI students mid-program, 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 trip may complete their MJI equivalent courses in any of several ways:

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



STUDY ABROAD PROGRAM ASSURANCES AND RELEASE FORM

If I am admitted to The Michigan Jewish Institute Study Abroad Program (MJJ), I understand and accept that MJJ will assist with arrangements for instruction and may or may not offer **advice only** on transportation and lodging overseas. I understand that MJJ is providing these services only as a convenience to participants and that, accordingly, **MJJ accepts no responsibility, in whole or in part, for delays, loss, damage or injury to person or property of any nature whatsoever**, caused to me or others prior to departure, while traveling, or while residing abroad. Neither shall MJJ be responsible to any person or entity for any of my acts or omissions.

I agree to release, indemnify, and hold harmless MJJ from and against any claim which I, the participant, my parents or guardian or any other person may have for any losses, damages, or injuries arising out of or in connection with my participation in any MJJ study abroad program option.

I have received, read and understood all of the following: **1)** Participation in MJJ's Study Abroad program is completely voluntary and not required for any MJJ degree or certificate program; **2)** MJJ's current *Academic Catalog and Student Handbook*; **3)** My particular program/course of study as fully described in MJJ's current *Academic Catalog and Student Handbook*; **4)** That MJJ accepts absolutely no responsibility for the safety, health status, medical or mental health care or treatment of any students; and, **5)** This release form and the accompanying *MJJ Study Abroad Informational Booklet* - all of which were provided to me in hard or electronic copy and also available to me on the MJJ web site at www.mji.edu. I also fully acknowledge that I remain a fully matriculated MJJ student while I am abroad and am therefore required to continue meeting all other MJJ policies and procedures regarding my status as a fully matriculated (enrolled) MJJ student regardless of any MJJ program I attend. Should I fail to meet any MJJ requirements MJJ may take any corrective actions it deems necessary, up to and including expelling me from the college and/or any programs I may be in.

Required:

Student's Name (Printed)

Date

Student's Signature

As necessary:

Parent or Guardian if minor student
(Printed)

Parent or Guardian Signature

Required:

Witness (Printed)

Witness Signature

Date