Study Abroad Guidelines

Middlebury College

2013-14
Mission Statement
International Programs supports Middlebury’s mission to cultivate the intellectual, creative, physical, ethical, and social qualities essential for leadership in a rapidly changing global community. A student’s study abroad experience should be an integral and coherent part of his or her academic program at Middlebury, enhancing the on-campus curriculum and supporting a liberal arts education. To achieve these ends, Middlebury students study abroad on academically substantive programs that foster cultural and linguistic integration.

INTRODUCTION: STUDY ABROAD AT MIDDLEBURY

The guidelines described in this brochure intend to outline Middlebury’s study abroad policies, as well as to provide institutional consistency between Middlebury Schools Abroad and the variety of other programs and universities that Middlebury students attend in those parts of the world where Middlebury does not have its own program. The goal is to assure that the academic programs at which Middlebury students study are among the best available.

C.V. Starr-Middlebury Schools Abroad:
Study abroad at Middlebury reflects the historical strength of our language programs. The first Middlebury School Abroad, a graduate program in France, was established in 1949. Undergraduate programs began to be developed in the early seventies. Today, more than 50 percent of the junior class spends the
year or a semester studying abroad. About 60 percent of the Middlebury students who study abroad attend Middlebury Schools Abroad in Argentina (Buenos Aires and Córdoba), Brazil (Belo Horizonte, Florianópolis, and Niterói), Cameroon (Yaoundé), Chile (Concepción, La Serena, Santiago, Temuco, Valdivia, and Valparaíso), China (Beijing, Hangzhou, and Kunming), Egypt (Alexandria); France (Bordeaux, Paris and Poitiers), Germany (Berlin and Mainz), India (Delhi), Israel (Beer Sheva), Italy (Ferrara, Florence, and Rome), Japan (Tokyo), Jordan (Amman), Russia (Irkutsk, Moscow, and Yaroslavl), Spain (Córdoba, Getafe, Logroño, and Madrid), and Uruguay (Montevideo). These students are strong language students, refining skills developed at Middlebury into fluency abroad, while pursuing course work in their major and in a wide range of disciplines. The C.V. Starr-Middlebury Schools Abroad are overseen by the Vice President of Language Schools, Schools Abroad, and Graduate Programs and are administered by International Programs and Off-Campus Study.

**Affiliated Programs:**
In addition to its own programs, Middlebury is affiliated with the Centre for Medieval and Renaissance Studies at Oxford, and has exchanges with the University of East Anglia in Norwich, England and the University of Nottingham in Nottingham, England. These programs particularly benefit students with significant Middlebury grant financial aid. Also in England, Middlebury has an arrangement with Lincoln College at Oxford University, which provides the opportunity for several highly qualified students to study for the full academic year at Oxford (this program does not qualify for Middlebury financial aid). In Italy, Middlebury is a member of the Intercollegiate Center for Classical Studies (ICCS, administered by Duke University).

**Externally-Sponsored (Non-Middlebury) Programs:**
Since the mid-1970s, Middlebury students have attended externally-sponsored (non-Middlebury) study abroad programs in significant numbers.
Approximately 150-200 Middlebury students study abroad annually on these programs or by directly enrolling in overseas universities. The Programs Abroad Committee (PAC), a faculty/student committee established in 1975–76 for the purpose of developing school-wide standards for study abroad, oversees applications for externally-sponsored/non-Middlebury programs.

**GUIDING PRINCIPLES OF STUDY ABROAD**

In deciding to study abroad, students should be aware that educational philosophies overseas differ substantially from those dominant at U.S. colleges and universities. While the American higher educational system is based on contract-like relations between faculty and students and continuous assessment, foreign educational cultures place primary responsibility for learning on the individual student. This is also generally true of programs that are administered by a U.S. college/university, including Middlebury’s Schools Abroad, since in most cases their teachers are drawn from local institutions. In study abroad, depending on the country, there may be more emphasis on lecture, though in some countries class participation and discussion figure prominently. Overall, students have greater freedom to pursue what interests them within the general framework of a given course than they do at Middlebury. Contact with professors is likely to be different as well, and interacting with professors may require more student initiative. In short, the experience of studying abroad is likely to be very different from that to which students are accustomed, and students should not expect to find an American-style campus at most study abroad sites. Students should embrace this challenge as a unique educational and cultural opportunity.

Study abroad should be an integral part of a student’s four-year academic experience at Middlebury. For those studying foreign languages and cultures at Middlebury, study abroad is a natural component of their Middlebury degree. Students majoring in International and Global Studies (IGS) or
International Politics and Economics (IP&E), for example, are required to study abroad. All students interested in study abroad are required to provide a **compelling academic rationale** for their program of study. Students should plan their academic program during their first two years at Middlebury in preparation for study abroad in their third year. The primary purpose of study abroad is academic; students whose goal is to “get away” or merely to “experience” another culture might be better served by non-academic (not-for-credit) independent travel rather than by a formal program of study.

Language is central to an understanding of other cultures. Language study is thus at the core of the Middlebury study abroad experience.

**The following guidelines apply with respect to language study:**

(a) Middlebury students studying in a country whose people speak a language that is taught at Middlebury must qualify for study abroad at the intermediate/advanced level in that language, as determined by the appropriate language department (see the Middlebury College Catalog for the specific requirements of each department), and take all their courses in the host country language.

(b) Students studying in countries whose primary language is not taught at Middlebury (for example, Ireland or countries in Scandinavia, Central/Eastern Europe, parts of Asia, South Africa and other parts of Africa) must study the host country language as part of their overall academic program abroad, even though they may take their other courses in English.

**STUDY ON EXTERNALLY-SPONSORED (NON-MIDDLEBURY) PROGRAMS CONDUCTED IN LANGUAGES TAUGHT AT MIDDLEBURY**
Middlebury College expects that students will study abroad at a Middlebury School Abroad where such a program is available. Students applying for a study abroad program other than a Middlebury School Abroad in a country where Middlebury maintains a School Abroad, or in a country in which the language of instruction is one taught at Middlebury (for example, Austria or Switzerland), must make a specific and compelling case for their plan of study to the appropriate language department and to their academic adviser(s) and then to the Programs Abroad Committee. Approval is rarely granted (except in the case of Latin America or French-speaking Africa) and then only in conjunction with a compelling academic rationale. All such study, if approved, must normally be conducted in the language of the host country. Please note that programs in this category do not qualify for Middlebury financial aid, with some exceptions (see Financial Aid section).

**STUDY ON PROGRAMS IN ENGLISH-SPEAKING COUNTRIES OR IN COUNTRIES WHERE THE LANGUAGE SPOKEN IS NOT TAUGHT AT MIDDLEBURY**

Students should consider the following factors in selecting programs:

**Academic and Program Quality**: Students should investigate the nature of the sponsoring institution or organization, faculty credentials, and course content. The program should generally be of a liberal arts nature, and it should reflect academic substance, integrity, and effective support. International Programs and Off-Campus Study can direct students to programs of proven quality. Where it is possible, direct enrollment in host country universities is preferred.

**Cultural Integration**: Middlebury discourages participation in programs that transplant students into American student “island programs” abroad. Whenever and wherever possible, Middlebury encourages the fullest possible integration,
including participation in classes with host country students and faculty, enrollment in courses that take advantage of the setting, and living arrangements with local students or with a host family.

**PREPARING FOR STUDY ABROAD**

It is important that students begin to prepare for study abroad early in their Middlebury experience. The quality of this preparation, both in terms of background in language and/or courses in other academic disciplines, as well as overall achievement in course work, is essential to the approval of students’ plans for study abroad. Students are responsible for making sure that they have had course work at Middlebury appropriate to their plan of study. (For example, it is expected that students studying abroad in Africa will take an African Studies course prior to going abroad.) The suitability of the intended course of study is the foremost consideration in the approval process. As such, the chosen program should enable students to continue to make progress toward their Middlebury degree, while contributing to their intellectual growth and cross-cultural understanding.

**International students:** All international students should set up an appointment with International Student and Scholar Services, as early as possible, to discuss the possible challenges of applying for a visa as an international student and the ways study abroad may affect international students’ future plans.

**Students with disabilities:** Students with disabilities who are planning to study abroad should consult the Middlebury ADA Office. Students with disabilities must remember the importance of asking for information early, and they should not hesitate to ask for advice or help.

**Seniors:** Students who are applying to study abroad during their senior year
must also apply for approval by the Administration Committee to be off-campus during their senior year. Contact the Dean of the College Office for application information.

THE APPLICATION PROCESS

It is the student’s responsibility to present to Middlebury College a compelling academic rationale for study abroad. Students should meet with their major advisers during the fall semester of their sophomore year, and finalize plans during the registration process for winter and spring terms. This should not be left to the last minute; faculty are often more difficult to contact during winter term. Students should attend the appropriate study abroad information meetings during fall semester, and students who are interested in studying at an externally-sponsored program should meet with the appropriate adviser in International Programs and Off-Campus Study at least once during fall semester to discuss their study abroad plans.

When meeting with their academic adviser during the application process, students should discuss with their adviser where they are applying to study abroad, their academic rationale, and the courses they hope to take abroad.

All application materials must be submitted through Middlebury’s online study abroad application system by February 1.

See www.middlebury.edu/international/sa/what_to_know/applying for all forms and instructions. Students must complete the following:

- Online Middlebury Study Abroad Application Form
- Major Adviser’s Form
- Language Assessment Form (for students applying to study in a country where the language spoken is taught at Middlebury)
- Essay*
**Essay Instructions**

Students should submit an essay (approximately 500 words) giving their academic reasons for seeking to study abroad. In order to present a compelling rationale for study abroad, students should keep in mind that Middlebury does not grant academic credit solely for life experience or cultural immersion. The essay should:

i. spell out how the student’s course of off-campus study will be integrated with his or her course of study at Middlebury, serving a major, a minor, or some other established curricular interest;

ii. demonstrate that the student has adequate preparation for studying abroad, in the form of preparatory course work or research;

iii. demonstrate that the student is aware that he or she must take courses abroad that are rigorous and meet at least one of the following criteria: 1) they are not offered at Middlebury, but are appropriate to a liberal arts education; 2) they are not offered at Middlebury, but are appropriate to the student’s major; 3) they are similar to courses offered at Middlebury, but are unique in perspective; 4) they are similar to courses offered at Middlebury, but involve study of the natural environment, economics, history, politics, or culture of the region where the school is situated;

iv. describe how the off-campus study will enable—or at least not interfere with—his or her ability to complete the major in a timely and reasonable fashion, through course work while abroad and/or upon returning to Middlebury. Depending on a student’s major, students should understand that studying abroad may complicate his or her ability to complete a major program, particularly if the student is pursuing a joint or double major. Students should work closely with their academic advisers to plan their course of study. However, departments and programs cannot predict with accuracy
eighteen months in advance whether or not, and when, particular courses will be offered that the student may need in order to complete the requirements for his or her major program;

v. if applying for one semester abroad, explain the rationale for the semester for which the student is applying.

Finally, students who are applying to study on programs that include independent projects (e.g., SIT Study Abroad programs) must provide a project proposal.

**APPLICATION DEADLINE**

**February 1, 2014:** Deadline for submitting all completed online application materials, including the application, essay, completed Adviser’s Form and, when applicable, the Language Assessment Form.

Please note: It is the student’s responsibility to ensure that all components of their online applications, including the Adviser’s Form and Language Assessment Form, are submitted by February 1. Students submitting applications after the above dates run the risk of having their applications rejected. Students must allow ample time for major advisers and language faculty to complete the appropriate online forms prior to February 1. Students should keep in mind that faculty support is an important factor in committee decisions.

**ACADEMIC REQUIREMENTS FOR STUDY ABROAD**

In order to maintain school-wide standards, and to ensure that students’ preparation will enable them to perform well in a foreign setting, Middlebury generally requires a **minimum overall GPA of B- and an average of B or**
better in the major and language. Students are also expected to study the language through the semester prior to studying abroad. Approval is contingent upon students maintaining the above performance in courses taken between the time of application/approval and the date of intended departure (please note: failure to meet these grade standards may result in withdrawal of approval to study abroad). Applications from students who do not meet grade or language requirements may not be reviewed until after spring semester, in order to consider spring semester grades as part of the application. Occasionally, if students continue to fall short of the grade or language requirements after spring semester, decisions are further delayed until the following fall semester mid-term. In some cases, study at one of the summer Language Schools may be required or strongly recommended. If a student has been approved for study abroad and is subsequently placed on academic probation or is subject to official college discipline, the student must inform International Programs and Off-Campus Study. Being placed on academic probation or being subject to official college discipline may result in withdrawal of approval to study abroad.

WHEN TO STUDY ABROAD and HOW LONG TO STUDY ABROAD?

Middlebury strongly encourages students to study abroad for the full academic year. The benefits of a full year are far more than the sum of two semesters, linguistically, culturally, and intellectually. Students should weigh the pros and cons of a semester versus a year and consult with their academic advisers and with International Programs and Off-Campus Study to determine what is best for them academically and culturally.

Students who choose to study abroad for a single semester should articulate why they are applying to study abroad in the Fall or the Spring semester in their essay. There may be times, because of enrollment imbalances, that a student’s first choice of which semester to study abroad will not be approved.
In articulating the rationale for the particular semester that the student wants to study abroad, s/he should place primary emphasis on the academic rationale for the preferred semester.

CREDIT:
TERM EQUIVALENTS, COURSE LOAD, AND GRADES

Credit
Unless otherwise determined by the Programs Abroad Committee, students whose program of study covers less than a full academic year will be given credit for a semester (four units), or for a semester plus winter term (five units) if their program overlaps with Middlebury’s winter term and comprises at least 15 weeks (including class time, reading periods, and exams); a program of study that covers a year of study abroad will be equal to a year of Middlebury credit (nine units). Students studying on two different semester programs must abide by the same rules. In some cases, this means that they will receive only two semesters of credit (eight units), and will either have to make up one course at some other time or apply Advanced Placement or summer credits in order to graduate on schedule. Special arrangements can be made for various forms of academic activity (e.g., J-term internships, independent study projects, etc.) to receive credit during the break between programs, if pre-approved by the appropriate Middlebury office or department in advance. It is normally not possible to return to Middlebury for J-Term only.

Course Load
Middlebury expects students to take a “normal” full load of courses as defined by their program or university abroad (NOT a “minimum” full load). Taking extra courses will not result in extra credit. On the other hand, taking less than a normal full load (as determined by the program or university attended) will jeopardize the transfer of credit and the number of credits
earned. Students studying on programs sponsored or transcripted by U.S.
universities that calculate credit in terms of semester/credit hours should be
aware that a normal full load in such systems ranges from **15 to 19 semester
credit hours (NOT 12)**, regardless of the number of courses taken. Often,
students will take more courses than they would at Middlebury; sometimes
they will take fewer courses, depending on the normal full course load at the
host university/program. However, **under no circumstances should they take
fewer than 15 semester credit hours**. Students should also take care to
distribute their course choices and not to exceed the maximum number of
course credits for the major (16 in a single department).

**Transcripts and Grades**
For externally-sponsored (non-Middlebury) programs, Middlebury requires
that an original transcript be sent from the program or university abroad
directly to International Programs (hand-carried transcripts and transcripts sent
directly to the student are not accepted). This transcript must have **letter or
numerical grades**. All grades earned on approved study abroad programs will
be recorded on the Middlebury transcript and calculated into the Middlebury
grade point average; this includes failing grades. Courses taken on a pass/fail
or audit basis are not transferable. In addition, independent research projects
and internships must be evaluated upon return by a Middlebury faculty
member.

**Principles for incorporating grades from non-Middlebury programs
abroad into GPA (Adopted by Educational Affairs Committee, April
2003):**

When students’ applications to study abroad are approved by the Programs
Abroad Committee, the approval will indicate the number of units of credit
that the student will receive upon successful completion of the program: nine
units (full academic year), five units (one semester and Winter Term), or four
units (one semester).
Assuming enrollment in a normal full load of coursework as outlined in the student’s approval letter, the number of courses will be divided into the number of credits the student will receive to determine the weight to be assigned each course in the calculation of GPA. For example, if a student is enrolled in five courses in a four-unit program, each course would be assigned a weight of .80. If a student is enrolled in four courses in a five-unit program, each course would be assigned a weight of 1.25. These calculations will be carried out to the second decimal place. If truncating a weight after the second decimal point does not produce a sum that is equal to 4.00, 5.00, or 9.00, weights will be rounded up as necessary. The higher weights will be assigned to the courses in which the student received higher grades.

Normally, as is the case with courses taught on the Middlebury campus, all courses in which a student is enrolled will be assigned an equal weight in the computation of the GPA, regardless of the number of contact hours. However, if the transcript issued by the program abroad clearly indicated that a course was a double course or a half-course, the calculation of course weights will be adjusted to reflect this.

Only grades that are reported on an A–F scale, or that can be converted to an A–F scale, will be used in the calculation of the GPA, including grades of D and F. Courses graded on a pass/fail or audit basis will not be transferred. Because the Middlebury faculty voted to eliminate the A+ grade, grades of A+ will be converted to an A on the Middlebury transcript.

Since the weight to be assigned to each grade is a matter of calculation, not assessment, students may not appeal the determinations of International Programs and Off-Campus Study or the Registrar’s Office regarding the weight to be assigned to a course. Students who wish to appeal their grade in a course may do so using the grade appeal procedures established by the program or by the International Office of the institution at which they were
enrolled.

**Exams**

*Students are required to take all exams when and where they are offered, even if other visiting/international students are allowed to opt out of exams.* This means that Middlebury students are required to sit for exams at the same time and place as students in the host country. Students may not avail themselves of any exceptions offered to visiting students in order to avoid the sometimes long reading period between the end of classes and final exams, and students are not normally permitted to re-sit exams due to failure.

**Degree and Major Requirements**

Students seeking to apply courses taken overseas toward their major, minor, distribution, or culture/civilization requirements will need such courses individually approved by the appropriate department chair or program director. Many courses have been approved in the past and can be found in the Course Information Database (www.middlebury.edu/international/sa/cid). For courses that have not yet been approved, students must complete a “Transfer Credit Application Form” (www.middlebury.edu/international/sa/returning/credit). For approval of courses not already in the Course Information Database, students must bring back all syllabi, bibliographies, assignments, and written work for evaluation by the appropriate department chair or program director.

**Please note:** Students planning to take introductory courses in economics, computer science, or mathematics should be aware that many entry-level courses abroad in these disciplines may not be considered equivalent to a Middlebury course and may therefore not receive credit. Students wishing to take an entry-level course in one of these disciplines are advised to seek pre-approval from the appropriate department chair by forwarding him/her the course description and syllabus along with your request.
EVALUATIONS

All study abroad students must also complete an evaluation of their program before they can obtain an official transcript. These evaluations are invaluable to future study abroad applicants, as well as to faculty advisers and to International Programs as they seek to uphold academic and general program quality.

FEES AND FINANCIAL AID

Fees
Some programs charge a comprehensive fee, where others charge tuition only, and students are responsible for room and board costs. Cost estimates for the Middlebury Schools Abroad are available on the web: www.middlebury.edu/sa. In general, most study abroad experiences can be achieved well within the total cost of a term or year at Middlebury. Students returning from study abroad are the best sources of information about the real expenses of such study.

Students studying abroad (except those on official exchange programs) are charged an administrative fee of $1,400 per semester abroad. Be sure to notify your parents/guardians of this fee, which covers some of the costs associated with the administration of the study abroad process. In addition, International Programs and Off-Campus Study maintains links with students abroad in order to help facilitate room draw and registration for classes on their return, as well as to keep students informed of important campus news or in the case of emergencies. Fall study abroad students will receive bills from Middlebury in early July (due August 15); spring study abroad students will receive bills in early November (due January 15).
Financial Aid
U.S. citizens eligible to receive federal grants and loans can usually apply these to any kind of approved study abroad. Check with the Office of Student Financial Services for more detailed information www.middlebury.edu/offices/support/sfs/aid_apply/study_abroad).

Middlebury grant and loan financial aid is available for:

- Students who study at C.V. Starr-Middlebury Schools Abroad
- Students who are pre-approved International and Global Studies majors with a focus in South Asian Studies who study abroad outside of India (IGS/South Asia majors with a focus on India are normally expected to study at the Middlebury School in India)
- Students who are pre-approved International and Global Studies majors with a focus in African Studies (with a language focus other than French) who study abroad Africa (IGS/AS majors with a French language focus are normally expected to study at the Middlebury School in Cameroon)
- IP&E majors with a focus on Africa and a language focus other than French, studying abroad in Africa (IPE majors with a French language focus are normally expected to study at the Middlebury School in Cameroon)
- Students who study at the Centre for Medieval and Renaissance Studies in Oxford
- Students on official exchange programs
- Classics and Classical Studies majors on approved programs in Greece or Italy

Middlebury grant and loan financial aid is not available for:

- Study in countries/programs where English is the official language or lingua franca (this includes Middlebury's affiliation with Lincoln College/Oxford University), except at the Centre for Medieval and Renaissance Studies or as part of an official exchange program
- SIT Study Abroad programs, unless a student is studying in Africa or South Asia as a pre-approved IGS or IP&E major, according to the
policies above (scholarships are available directly from SIT on a competitive basis)

- International students who seek to study on an externally-sponsored program in their home country

For more information, see:
www.middlebury.edu/offices/support/sfs/aid_apply/study_abroad and www.middlebury.edu/international/sa/guidelines/.

**Non-Middlebury sources of financial aid for study abroad**

Direct enrollment options generally do not provide scholarships, but some study abroad programs offer competitive need or merit-based scholarships (**more information and a list of scholarships:** www.middlebury.edu/international/sa/what_to_know/scholarships). The following are competitive scholarship possibilities for students:

**The Benjamin A. Gilman Scholarship** provides awards for study abroad for US citizens who are receiving a Federal Pell Grant at the time of application. More information: www.iie.org/gilman.

**Boren Awards for International Study** are available for students studying less commonly taught languages and area/international studies. See International Programs and Off-Campus Study and www.borenawards.org for more information.

**Rotary Foundation scholarships** are available for junior-year study abroad; however, applications for these have to be prepared nearly two years in advance. More information: www.rotary.org/en/studentsandyouth/educationalprograms/ambassadorscholarships/.

**The following Web sites contain additional scholarship listings and**
other resources for financial aid for study abroad:
www.middlebury.edu/international/sa/what_to_know/scholarships
www.studyabroadfunding.com
www.fastweb.com

Please see International Programs for further information on financing study abroad.

EXPENSES AND DEBTS INCURRED WHILE ABROAD

Students are reminded that they are responsible for their own expenses and the settlement of any outstanding debts in the country in which they have studied. Failure to pay such debts reflects poorly on both the student and Middlebury College and jeopardizes our relationships with study abroad programs and institutions overseas, as well as opportunities for future students. In such cases, credit for study abroad may be withheld until the matter is settled.

STUDY IN THE UNITED KINGDOM AND IRELAND

Most universities in the United Kingdom and Ireland accept U.S. students as visiting students, allowing full participation in the academic program. Applications can be made directly to these universities. Middlebury encourages students interested in study in the U.K. to enroll for the full year in a British university, because the university system is not in many cases designed for partial-year study. Though full-year is encouraged, many universities have adopted the semester system and “modular” courses that permit U.S. students to enroll for a single semester. Middlebury will not approve single “term” (10-week or less) study in the U.K. For further information on this subject, consult the separate brochure “Study Abroad in the United Kingdom and Ireland” (available from International Programs and
STUDY IN AUSTRALIA, NEW ZEALAND, AND SOUTH AFRICA

Applications can be made directly to universities in Australia or New Zealand and to some South African universities as well. (For further information on this subject, consult the separate brochure “Study Abroad in Australia and New Zealand” available from International Programs and at www.middlebury.edu/international/sa/programs/australia_new_zealand.) In order to encourage cultural learning, Middlebury students studying in Australia or New Zealand are required to take at least one course focusing on the local culture or environment of the country (e.g., biology, geology, politics, history, art, Aboriginal or Maori Studies, etc.). Also, Middlebury students studying in these countries are strongly encouraged to find integrated accommodations, preferably with students from the host country (or perhaps with other international students as well), rather than housing only with other Americans. Please note that students studying in South Africa are required to study a local African language.

SPECIAL PROGRAMS, INDEPENDENT STUDY, AND INTERNSHIPS

Students applying to field-based programs where an independent research project is an important component (e.g., SIT Study Abroad programs) must have their project evaluated by a Middlebury faculty member upon return in order to receive credit. Applications to attend these programs will be reviewed with attention paid to the student’s previous academic performance and specific preparation for the work to be undertaken. Students must include a description of the proposed project as part of their application to the PAC. It is strongly recommended that students identify a Middlebury faculty member before they study abroad who is willing to review the independent project upon the student’s return to Middlebury. The proposal must also have the
specific approval of the student’s adviser(s).

Many study abroad programs are adding internships to their course offerings. Normally students may not take more than 25% of their credit load as an internship per semester; therefore, it is unlikely that an internship will be approved for more than one Middlebury credit. Credit-bearing internships must be graded in order to receive credit. The quality of the academic courses accompanying the internship component is an important concern. For externally-sponsored (non-Middlebury) programs, internships must also be evaluated by a Middlebury faculty member upon return before credit is awarded, so students must bring back all descriptive and evaluative materials.

RESOURCES AND FURTHER INFORMATION

Students are encouraged to attend events throughout the fall semester to investigate study abroad options.

- **Region- and country-specific informational meetings** will be held during the fall semester (see the International Programs Events page for dates and times: www.middlebury.edu/international/sa/events).

- A **Study Abroad Fair** will be held Thursday, September 26, 2013, from 12:00 to 4:00 P.M. in McCardell Bicentennial Hall.

- Students should visit the **International Programs Web page** (www.middlebury.edu/international/sa/programs) to link to various program and university Web pages and to past students’ evaluations.

- Students should meet with their academic adviser(s) and visit the Web page of their major department to learn about program or university recommendations for specific majors.
• Students interested in studying in the United Kingdom, Ireland, Australia, or New Zealand should consult the separate booklets for these countries (available at www.middlebury.edu/international/sa).

• Students interested in studying abroad on externally-sponsored (non-Middlebury) programs should meet with an adviser in International Programs and Off-Campus Study during the fall semester.

• The staff in International Programs and Off-Campus Study is happy to answer questions and meet with students interested in study abroad; see the following contact list.

**International Programs and Off-Campus Study**
Sunderland Language Center 126
tel: 802.443.5745/fax: 802.443.3157
e-mail: internationalprograms@middlebury.edu
www.middlebury.edu/international/sa
www.facebook.com/MiddleburyInternationalPrograms

Jeff Cason, Dean of International Programs
Liz Ross, Associate Dean
Stacey Woody Thebodo, Assistant Director (Externally-sponsored programs)
Nicole Chance, Study Abroad Advisor (Middlebury Schools Abroad: Brazil, Japan, Russia, and Spain)
Bill Mayers, Study Abroad Advisor (Middlebury Schools Abroad: Chile, Egypt, India, Israel, Jordan,)
Meghan Mason, Study Abroad Advisor (Middlebury Schools Abroad: China, Germany, and Italy)
Susan Parsons, Study Abroad Advisor (Middlebury Schools Abroad: Argentina, France, and Uruguay)
Terry Crouch, University Relations Coordinator
Beth Miller, Program Assistant