

PRAIRIE VIEW A&M UNIVERSITY

Administrative Procedures Manual

11.99.99.P0.04 International Work Abroad Program

Issued: August 16, 2001

Supersedes: APM 80.05

1. Purpose

Prairie View A&M University is dedicated to education and believes that international work abroad is necessary to its mission for students who wish to expand their practical pre-professional experience and understanding of world systems. The University provides this opportunity so that students may gain additional knowledge and skills to be better prepared for the competitive global marketplace.

2. Practice

It shall be the practice of the University to make work abroad available to all qualified students.

3. Student Eligibility Requirements

Students must meet the following requirements to participate in the Work Abroad program:

- a. Be enrolled in the University with an approved degree plan on file.
- b. Have completed thirty semester credit hours at the undergraduate level.
- c. Have a minimum grade point average of 2.50 at the undergraduate level or 3.00 at the graduate level.
- d. Be enrolled in internship or cooperative education courses with credits up to six semester credit hours with approval of the respective department head.
- e. Be approved by their advisor, department head, and dean.

4. Academic Unit Requirements

Academic units desiring to participate in the Work Abroad program must meet the following requirements:

- a. Each department and school or college must develop curricular guidelines for work abroad.
- b. Each department and school or college must develop its own purpose, guidelines and procedures for work abroad programs. This process should include utilization of U.S. universities, universities abroad, private and community organizations, individuals, and private industry in a cooperative effort to design the work abroad programs.
- c. Each school or college must designate at least one faculty member to coordinate the work abroad programs.

Faculty members are encouraged to apply for support funding for planning and implementing study and work abroad programs.

5. Program Participant Requirements

- a. Participate in and complete an orientation seminar.
- b. Pay all fees and expenses incurred in the work abroad program. This does not preclude the student from seeking scholarships or fellowships.
- c. Provide evidence of international health insurance.
- d. Release the University from legal liability for any incidents that may occur during the work abroad program (*Attachment I*).
- e. Complete assigned tasks in the work abroad program.
- f. Participate in an evaluation or validation of work experience abroad which will be completed by the academic supervisor and the site supervisor.

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

- g. At all times, recognize constituted authority, conform to the ordinary rules of good conduct, be truthful, respect the rights of others, protect private and public property, and make the best use of their time toward an education.
- h. Have a current passport and any visas that may be required.
- i. Language proficiency in a foreign language is desired, but may not be required.

Point of Contact: Provost and Vice President for Academic Affairs