



INTERNATIONAL FOOD LAWS DISTANCE EDUCATION CERTIFICATE PROGRAM

FREQUENTLY ASKED QUESTIONS

QUESTIONS

ANSWERS

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| <p>1. How much does it cost?</p> <p>[If you are registering through the MSU Lifelong Education Program and are eligible for waiver of the international student fee and international health insurance fee (you reside outside the United States), please contact Dolly Mennare mennare@msu.edu in the Registrar's Office to have those fees waived or notify our office and we will assist you.]</p> <p>Enrolled students may view tuition and payment itemization online under "Account Detail" at STUINFO https://stuinfo.msu.edu/AppLogin.Asp?</p> | <p>ANSWER: http://www.reg.msu.edu/ROInfo/EnrReg/LifelongEducation.asp *Fall semester 2009 tuition through the Lifelong Education Program is: Non-Michigan Residents: (US) \$1,862.25 per 3 credit course [\$620.75 per credit x 3 credits] Michigan Residents: (US) \$1,434.75 per 3 credit course [\$478.25 per credit x 3 credits] Tuition increases are posted one month prior to the commencement of each semester. Lifelong Education and Graduate Certification students are not assessed Matriculation Fees, Student Taxes, or the Energy Charge. International Lifelong Education Students living outside the United States are exempt from international student fees and international health insurance. [If you are enrolled in an undergraduate or graduate degree program at MSU, the particular tuition rate and fees for that program would apply.] Tuition payment information is available at: http://www.ctrlr.msu.edu/COStudentAccounts/ http://ctrlr.msu.edu/COStudentAccounts/EbillQuestions.aspx http://ctrlr.msu.edu/COStudentAccounts/EbillQuestions.aspx#Pmt1 Note: Payment by credit card is accepted for Master Card, American Express or Discover for a small fee. NOTE: VISA is NOT accepted.</p> |
| <p>2. How many courses do I need to take to receive an International Food Laws Distance Education Certificate?</p> | <p>ANSWER: You must satisfactorily complete any four (4) online courses of your choice through our International Food Law Distance Education Certificate Program to receive the certificate. Courses may be taken in any order you desire. [Students are welcome to take only one course.]</p> |
| <p>3. How many hours will this course involve?</p> | <p>ANSWER: Plan on an average of nine to twelve hours per week. Of course, you can spend more time if you desire. There are many url links to outside sources that you are free to investigate.</p> |
| <p>4. What types of assignments are given?</p> | <p>ANSWER: Most assignments are written assignments, which vary in length between one paragraph, one to two pages, or occasionally a longer written assignment such as a term paper, term project, or quizzes may also be given.</p> |
| <p>5. Do I have to be online to read the modules and do the assignments?</p> | <p>ANSWER: No. Most students like to download a copy onto their computer or print a copy and take it with them to read at the coffee shop, home, or while traveling. Of course, to access the url links, you will need to be on line.</p> |
| <p>6. Do I need to buy any software or books?</p> | <p>ANSWER: No. You do not need to purchase any books or special software. All course material and recommended Internet links are provided online. You will also be assigned an MSU email and an ANGEL course mail account for use in corresponding with the instructors and course manager in addition to the module discussions within the course for communication with instructors and fellow students. (See also answer to Question 15 below for computer requirements.)</p> |
| <p>7. How do I turn in assignments?</p> | <p>ANSWER: You will be uploading your assignment directly to a folder within the course on the Internet. Assignments may also be typed in the body of a course email. Most students prefer to type the assignment in a Word, WordPerfect, Excel, or Lotus document and upload the file to the course assignment drop box. You may also fax or mail your assignment.</p> |
| <p>8. What is the grading system?</p> | <p>ANSWER: A numerical system is used for the final grade - with 4.0 being the highest. A written explanation of the grading system may be found under</p> |



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| <p>-----</p> <p>If you are taking these courses for your “information only” and</p> <ul style="list-style-type: none"> do not plan to do the assignments, do not wish to earn college credits, and do not wish to obtain the International Food Law Distance Education Certificate, <p>then you may want to consider auditing/visiting the course, which you must specifically designate with the Registrar prior to the 5th day of the course. The tuition is the same. (See Question 15 below.)</p> <p>Alternatively, you may take a course as an online “Workshop” for no college credit at a reduced rate of US\$1,389 fall semester 2009. Further details available at: http://www.iflr.msu.edu/Workshops.html</p> | <p>“The Numerical System” http://www.reg.msu.edu/academicprograms/Text.asp?Section=112#s522</p> <p>The lead instructor for each course assigns a number of points or a percentage for each module’s assignment as it counts towards the final grade. An explanation of the grading system will be found on the Syllabus page of each course.</p> <p>LIFELONG EDUCATION STUDENTS POLICY – applies to all students in this enrollment classification http://www.reg.msu.edu/ROInfo/EnrReg/LifelongEducation.asp</p> <p>The Coordinator of Lifelong Education Student Affairs will monitor students’ academic progress each semester to ensure that once nine or more credits have been attempted, a cumulative grade-point average of 2.00 for Undergraduate Lifelong Education students, or 3.00 for Graduate Lifelong Education Students, has been achieved. Failure to maintain the appropriate GPA standard may result in removal from Lifelong Education status.</p> <p>Note: This applies to all students whether they are taking a few unrelated courses or are interested in a college-level certificate program. See also explanation for auditing/visiting in the left column.</p> <p>Note: In order to transfer course credits from the Lifelong Education Program into a graduate degree program at MSU, you must receive a 3.0 or higher final grade in each course. A maximum of nine (9) credits may be transferred into an MSU graduate degree program.</p> |
| <p>9. When are assignments due?</p> | <p>ANSWER: A new module is posted each week on Monday morning and the assignment is due the following Monday. Certain modules may last more than a week or additional time may be given in the module for an assignment. Once the module is online it will remain online for the duration of the semester in case you need to refer back to the information.</p> |
| <p>10. What if I am traveling or unable to turn in an assignment on time?</p> | <p>ANSWER: Since most of the students are working food industry professionals, we realize that with workloads, traveling for business, vacations, and commitments at home there will be occasions that students will not have assignments turned in on time. You need only contact the Course Manager who will grant the extension and notify the instructor.</p> <p>All assignments must be turned in two weeks prior to the end of the grading period at the very latest.</p> |
| <p>11. What if I am unable to complete a course?</p> | <p>ANSWER: Upon a written request by the student with an anticipated completion date and at the discretion of the Institute for Food Laws & Regulations, a deferred or incomplete grade may be given to students who have completed at least one-half of the assignments due by the end of the semester. The student must then have all assignments turned in and graded prior to the middle of the next semester enrolled within one year, or if not enrolling in another course, all assignments must be turned in and graded by the end of the following semester for a deferred grade or within one year at the latest for an incomplete.</p> |
| <p>12. How many courses may I take each semester?</p> | <p>ANSWER: Our recommendation is one (1) course per semester, but the choice is yours. Several students have taken two courses at a time, but they do not recommend it. Your choice may depend upon your employment, work load, travel schedule, and family responsibilities. Plan on an average of nine (9) hours per course per week.</p> |
| <p>13. How often are the courses given?</p> | <p>ANSWER: The courses are on line spring semester and fall semester. Spring semester begins the second week of January and fall semester begins the last week of August. Only one course is offered summer semester. If the minimum number of students per course is not met, the course may be cancelled for that semester. Some courses are offered only once per year. Please consult the schedule.</p> |



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| <p>14. Is there a time limit within which I must take the courses in order to receive a certificate?</p> | <p>ANSWER: There is no time limit within which the four courses must be taken in order to receive a certificate. You may take one course each semester and receive your certificate in two years, or you may take one course each year and receive your certificate in four years – the choice is yours.</p> |
| <p>15. Do you allow students to visit/audit the courses? If so, what is the tuition rate? [Visitor status means you are not required to do the weekly assignments – for those who are interested in the course information only but not the credits or certificate. NOTE: You must contact the Office of the Registrar prior to the 5th day of the course and have the visitor code added to your record.]</p> | <p>ANSWER: If you are interested in visiting/auditing the course you must sign up at the time of enrollment or within the first five days of the course. You must contact the Office of the Registrar and have the visitor code added to your record. The tuition rate is the same, however, you will not be required to do the assignments, you will not receive any academic credits, you will not receive an Incomplete on your record, and you will not be eligible for the International Food Law Certificate. See page 5 “Class Visitor”: http://www.reg.msu.edu/academicprograms/Text.asp?Section=112#s509 Alternatively, you may take a course as a no-credit online “Workshop”. Further details are available at: http://www.iflr.msu.edu/Workshops.html</p> |
| <p>15. What are the computer requirements for taking an internet course?</p> | <p>ANSWER: This web-based course is available to anyone with an Internet connection. The course requires access to a minimum of the following common set of tools for the duration of the course.</p> <p>1. Either:</p> <ul style="list-style-type: none"> • An Intel-based Pentium II 233 MHz PC; 64MB or more of RAM (128 MB recommended); Netscape 4.5 or higher, or Microsoft Internet Explorer 4.01 or higher; and Windows NT, 95, 98, ME, XP or 2000, Vista or higher operating system. <p>Or</p> <ul style="list-style-type: none"> • A Macintosh G3 233 MHz, with System 7.5 or higher (System 8.5 recommended); 64MB or more of RAM (128 MB recommended); and Netscape 4.06 or higher, or Internet Explorer 4.0 or higher. <p>2. Minimum screen resolution of 800x600 (1024x768 recommended); color monitor; 4 Mb video RAM (8 Mb recommended).</p> <p>3. 56K modem or direct connection to the Internet (high speed is recommended).</p> <p>*It is recommended that students also have a Word or WordPerfect software program.</p> <p align="center">* * * * *</p> <p align="center">Virus Detection and Repair Software Program</p> <p>As with all computing situations involving the Internet or other file sharing, VU recommends that you practice safe computing -- install and use virus detection and repair software and back up your work regularly.</p> |
| <p>16. What courses are available? ***** <p align="center"><i>Statement of Support:</i> <i>The generous support of:</i></p> <p align="center"><i>MEAD JOHNSON NUTRITIONALS</i> <i>Evansville, Indiana, USA,</i> <i>and</i> <i>GERBER PRODUCTS COMPANY</i> <i>Fremont, Michigan, USA,</i></p> <p align="center"><i>is acknowledged with appreciation.</i> *****</p> </p> | <p>The following courses are scheduled for fall semester 2009, spring semester and summer semester 2010: * Minimum/Maximum Students Per Course *</p> <ul style="list-style-type: none"> *International Food Laws and Regulations (Overview) (spring/fall) *United States Food Regulation (spring/fall) *European Union Food Regulation (spring/fall) *Latin American Food Regulation (fall semester only) *Canadian Food Regulation (spring semester only) *Codex Alimentarius (The Food Code) (spring semester only) *Asia Food Regulation (spring/fall) *IPPC (International Plant Protection Convention) (fall semester only) * Animal Health, World Trade, and Food Safety: Challenges and Opportunities (fall and summer) |



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***International Food Law
 Distance Education Certificate Program***

**WINNER OF THE
 2003 EXCELLENCE AWARD
 IN COLLEGE AND UNIVERSITY
 DISTANCE EDUCATION**

From the
 American Distance
 Education Consortium
 (ADEC)

The courses are taught by an international network of food science academic and legal professionals who understand the legal complexities of the food laws and how they impact the flow of food and agricultural products across national boundaries.

The preview web site for the ***International Food Laws Distance Education Certificate Program*** is: <http://www.iflr.msu.edu> and a copy of the: **Program Brochure, FAQ Sheet, Sample Module Topics Listing and Lifelong Education Program Application and Course Selection** are available over the Internet. You may fax the completed Application to our office at **FAX (517) 432-1492**.

If you need further information, please feel free to contact us by email, fax or telephone.

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*With deepest appreciation to our
Founding Director Emeritus
Dr. P. Vincent Hegarty
 for his foresight and leadership in
 gathering together this network of food regulation experts
 from around the world and creating the
**International Food Law
 Distance Education Certificate Program
 and the
 Institute for Food Laws & Regulations.***

To obtain a copy of our:
**Lifelong Education Program Application
 and Course Selection Sheet**
Program Brochure
FAQ Sheet
Sample Module Topics Listing
 along with further course information, go to:
<http://www.iflr.msu.edu>
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