

Study Abroad, Study Away, and other Short Term Courses

Both faculty and students benefit from educational experiences that are offered outside of the standard spring, fall, and summer academic terms. Several versions of such special courses exist, but the most common are short-term study abroad, study away, and special short-term courses such as institutes for special populations. ¹ Short-term courses are often among the most memorable experiences that students engage in at the University, as they can provide intensive learning in small groups, often in exciting new settings. Many capstone courses fall into this category. Those courses offer experiences that build upon previous courses that students have taken and provide a culminating experience for the student and his or her major.

GUIDELINES FOR SHORT TERM STUDY ABROAD AND STUDY AWAY

The following guidelines provide the information needed to ensure that educational experiences that are taught outside of standard terms meet our internal and external credit hour and contact standards. The teaching of these types of courses continues to be encouraged and valued. Chairs, deans, and Academic Affairs stand ready to work with faculty to ensure that these courses can continued to be offered yet meet the University's academic standards.

Guidelines:

- 1) Using the attached form, complete the information as specifically as possible regarding your budget and costs/per student, travel itinerary, dates that you will meet on campus pre and post trip.
- 2) Meet with staff of the Office of Conferences and Camp Services to discuss student trip registration, budget, and fees.
- 3) Attach a syllabus to the form that includes the following information:
 - a. A detailed course description
 - b. Contact hours (pre-trip, during the trip and post-trip require 37.5 hours of contact time for 3 sch.
 - c. A list of required and recommended readings
 - d. Course evaluation methods and assessment of learning outcomes
 - e. Description of educational activities
 - f. Description of other cultural-oriented activities
 - g. A description of the minimum number of outside work required for the class (75 hours of work for 3 hours of academic credit)
- 3) Follow the process for approval described below.

1 Definitions

Study away: Courses that are offered through main campus that are taught at other locations. Those locations could be single sites where a course is taught, such as Miami or the District of Columbia; multiple locations may also be involved. Field courses are included under this term.

Study abroad: courses that are taught outside of The United States and its territories. Policies that cover Study Abroad courses are maintained by the Office of International Education and Development (<http://international.appstate.edu/education>).