

## Faculty Guide to Study Abroad

### Advising your students

You can assist your advisees by asking early and often if they have considered study abroad and if they have taken the steps below:

|                                     |   |
|-------------------------------------|---|
| Fall of First Year                  | <ul style="list-style-type: none"><li>• Attend the study abroad fair to explore program options</li></ul>   |
| Fall of Sophomore Year (or earlier) | <ul style="list-style-type: none"><li>• Visit our website: <a href="http://pugetsound.edu/studyabroad">pugetsound.edu/studyabroad</a> and click on the box ‘Get Started’</li><li>• Watch the “First Step Video” and Submit an Interest Form</li><li>• Meet with an Office of International Programs (OIP) Advisor</li><li>• Meet with an Academic Advisor (see Advisor Questions below)</li><li>• Decide on the program they wish to apply to</li></ul> |
| Spring of Sophomore Year            | <ul style="list-style-type: none"><li>• <b>Submit the Puget Sound Study Abroad application</b> (the <u>deadline is January 20, 2023</u>)</li><li>• Receive Puget Sound study abroad approval decision</li><li>• If approved by Puget Sound, fill out and submit the program specific application with the program provider</li></ul>  |

### Advisor Questions

OIP encourages students who are applying to study abroad to declare their majors in the fall of their sophomore year and to discuss the issues below with their major and minor advisors. However, many sophomores may not have a declared major and may contact department chairs or other faculty in their intended major department(s) to seek advice. Below are some potential questions that students may ask:

1. How might study abroad be useful to **my long-term academic and career goals**?
2. Are there study abroad programs that are **preferred by my major/minor department**?
3. Which major/minor requirements should be taken **on campus**?
4. Is there a **preferred semester** to study abroad in terms of completing my major/minor? Do I need to be on campus for a particular semester or a particular course?
5. Are there **particular study abroad classes** which have been approved for credit for previous students from this department?
6. Is it better to take **classes abroad that cannot be taken on campus**, or is it better to take courses abroad that are similar to courses taught on campus? Why?
7. *Must* I earn specific major, core or other degree requirements abroad in order to **graduate ‘on time’**?
8. What **extra-curricular (non-classroom) experiences** abroad should I take advantage of in order to add breadth and/or depth to my academic study at UPS?
9. From what you know of me both in and outside the classroom, **am I a good candidate to study abroad**?

Many of these questions can also be answered by OIP advisors (and we do discuss these issues with students) but you may have unique insights to share with your advisees. OIP is always interested in working with individual faculty or departments to help clarify answers to any of these questions for students in your department.

### When can students study abroad?

The advising timeline above assumes a student will study abroad during their junior year (most students study abroad during their junior year). However, students may study abroad according to the following guidelines:

- Current first year students: may apply for Summer term (if they earn at least 7 units during first year)
- Current second year students: may apply for Summer, Fall, and Spring terms
- Current third year students: may apply for Summer, Fall, and Spring terms\*
- Transfer students must complete one year in residence before studying abroad

\* *Students may study abroad any term their senior year if it works with their academic plan - approved study abroad is considered residential credit and thus fulfills the last 8 units in residence requirement if they follow the steps in the advising timeline above.*

### **Where and what can students study abroad?**

Students can search our database of [100+ approved programs](#) on the OIP website. **Note:** Puget Sound Students may only participate on a Puget Sound approved program. Approved programs have been reviewed and approved by the International Education Committee (IEC) of the Faculty Senate.

If you're contacted by programs that are not currently approved by Puget Sound, please forward the communication to the Director of International Programs – Roy Robinson - so that OIP may inform the program of our program approval process. Additionally, please do not promote “non-approved” study abroad programs to Puget Sound students.

There are several different types of programs represented on our approved list.

- **University-Based:** Students enroll in a university abroad and study alongside students from the host country.
- **Center-Based:** Students take courses with other students from U.S. institutions. These programs offer classes in English or the local language taught by local and/or visiting faculty.
- **Field-Based:** These programs engage students in experiential, interdisciplinary learning.
- **Internships:** Several programs offer internship opportunities.
- **Faculty-Led:** Each year we offer a small number of Faculty-Led programs abroad.

### **Study Abroad Application Process**

Puget Sound students follow a 2-step process:

1. **Puget Sound Study Abroad Application** - Students must complete a Puget Sound Application by the application deadline and be approved to study abroad by the IEC. There is one application deadline on January 20, 2023 for study abroad during summer 2023, fall 2023 and spring 2024.
2. **Program Specific Application** – Once approved to study abroad by Puget Sound, students must complete their program application and be accepted by their specific program.

It is important to note that study abroad operates within budgetary and enrollment parameters set by the University; as a result, there may be a limit to the number of students who can be approved each semester to study abroad. Simply submitting an application does not guarantee the University of Puget Sound's approval to study abroad. Eligibility and selection criteria are on the [OIP website](#).

The Puget Sound Study Abroad Application requires one faculty “recommendation” for semester and year-long programs. In the application, students list the name of the faculty member who will be their faculty recommender for the Puget Sound Study Abroad Application. Faculty members will receive an automated email from the application system (Horizons) asking the recommender to log in and answer a yes/no question, with a space for

optional comments. Additionally, some students may ask faculty members for a recommendation for their program-specific application. These recommendations vary in format, length and time required to complete.

### **Study Abroad Credit**

Credits earned on an approved study abroad program are considered Puget Sound credit and will count towards a student's degree requirements as long as they are approved in advance.

### **What Type of credits can a student earn on Study Abroad?**

- Elective, major, and minor credit can all be earned on study abroad programs (as determined by each department/program)
- Some courses taught on approved programs will not be granted Puget Sound credit, including:
  - certain applied courses, such as architecture, that are not similar to the liberal arts courses found at Puget Sound.
  - courses abroad that have an equivalent at Puget Sound may not be allowed for credit for both courses, as the course content will overlap

### **How many credits can a student earn on a study abroad program?**

- On semester programs, students typically earn 3.75 – 4.25 units
- On summer programs, students typically earn .75 – 2 units
- The number of units earned for each course abroad differs greatly by program and country.
  - 4 semester credits (or credit hours) = 1 Puget Sound unit
  - 3 semester credits = .75 Puget Sound unit
- The number of major or minor requirements students can fulfill abroad is determined by each department
  - Many majors will allow students to fulfill 1 or 2 major requirements abroad
  - Many minors will allow students to fulfill 1 minor requirement abroad – however students will need to plan carefully as some minors have a minimum unit requirement and thus any course taken abroad that offers less than one full Puget Sound unit can result in the need to take additional units in the minor when the student returns from abroad

### **How does credit approval work?**

1. Students must declare their major before they study abroad.
2. They should meet with their faculty advisor prior to submitting the Puget Sound Study Abroad Application to discuss their remaining degree requirements and to determine which, if any, requirements they must complete abroad.
3. After carefully reviewing all degree requirements, including major, minor, and core curriculum requirements, many students discover they only need to take general or upper division elective credits abroad.
4. If students have specific courses they need, or want, to take abroad, the Office of International Programs can assist them in finding programs that may offer those courses.
5. In order to determine how many and what type of credit students will receive from study abroad, students must complete the Study Abroad Course Evaluation as part of the Puget Sound Study Abroad application.
6. The Office of International Programs, in consultation with the Registrar's Office, will review their proposed list of courses, and will provide students with a record detailing how those credits will apply towards their Puget Sound degree requirements.
7. ***Students must carefully review their Study Abroad Course Evaluation Report (SACER) to ensure that they will still make the academic progress required to graduate within their planned time frame.*** They should also meet with their academic advisor to discuss the SACER and to review their academic requirements.
8. If their courses change, either before they depart or when they arrive in their host country, they must inform the Office of International Programs in order to have their new courses reviewed.

## **Study Abroad Finances**

On **semester programs** (fall, spring, and academic year) Puget Sound bills the following:

- Puget Sound Tuition
- Student Government (ASUPS) Fee
- Puget Sound Housing (if the program includes housing)
- Puget Sound Meal Plan (prorated as applicable, if the program provides a meal plan)
- Program Fee (\$0, \$300, \$1200 or \$2400, depending on the program)

On **summer programs** Puget Sound bills the following:

- Cost of the program (listed on provider's website or brochure)
- \$500 Program Fee

Puget Sound students **do not** pay the program cost or tuition directly to the program **except** for any initial deposit required to secure their place in a program. Students are billed by Puget Sound and credited for any deposit paid to their program. Students are responsible for additional fees or items such as airfare, visa, books, spending money, immunizations, optional field trips, passport, travel, optional fees, emergency fund, additional course fees (typically associated with a lab course) and other expenses.

### **Financial Aid and Scholarships**

- Students studying abroad for a semester or academic year will be able to apply both need-based and merit-based financial aid, including Puget Sound scholarships and grants, to their study abroad program.
- Many programs and outside agencies offer merit and need-based study abroad scholarships ([visit the OIP website for a list of scholarship opportunities](#))
- Federal or State aid does apply, with the exception of Work Study.
- No institutional aid is available for summer study abroad

### **Office of International Programs contact information:**

Howarth Hall 215

253.879.2515

[internationalprograms@pugetsound.edu](mailto:internationalprograms@pugetsound.edu)

[www.pugetsound.edu/studyabroad](http://www.pugetsound.edu/studyabroad)

#### **Roy Robinson**

Director

253-879-3653

[rrobinson@pugetsound.edu](mailto:rrobinson@pugetsound.edu)

#### **Carmen Eyssautier**

Study Abroad Coordinator

253.879.2514

[ceyssautier@pugetsound.edu](mailto:ceyssautier@pugetsound.edu)