Advisor Workshop

Connecting advisors across campus with the people and processes of Learning Abroad
Learning Abroad Staff Team

Kelly Kleinkort, Director
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Learning Abroad

Learning Abroad is more than just studying abroad. Students can go abroad for credit or not for credit to:

- Study
- Intern
- Research
- Volunteer
- Attend Conferences
- Art & Music Academies
- Educational “study tours”
Learning Abroad Program Types

- Faculty-Led
- Exchange
- Affiliated
- Service Learning
Faculty-Led Programs

• Credit Bearing
  – Follows THECB guidelines – 15 contact hours for 1 hour of course credit

• Non-credit-bearing
  – Educational experience abroad without credit
  – Sometimes associated with a spring or summer course

Some programs are restricted by college, department, major, or classification
  – Example: Bauer MBA programs, Architecture
Faculty-Led Examples

• Art History in Mexico City (standard)
  – ARTH 3314 Latin American Art
  – 3 credits/1 course in the summer IV session
  – This program counts for core credit!

• China with Dr. Wen (multiple course options)
  – All levels of Mandarin Chinese
  – Repeats every other academic year

• Chile with Dr. Sebastijanovic (hybrid)
  – Students take 6 hours online courses and travel 1 week in host country

• Israel/Greece with Drs. Rainbow (study tour)
  – Non-credit bearing
Exchange Programs
Reciprocal Exchanges (REEPs)

• Students pay UH tuition to UH
• Other fees apply (housing, meals, travel)
• UH accepts students from the host institution
• Recruitment often comes from the colleges
• Balance must be maintained
• Typically Fall and/or Spring
Exchange Program Examples

Swansea University
- Swansea, Wales
- Similar to UH in course offerings
- Classes taught in English
- UK Credits (4xUS)
- Spring semester or full year

University of Stavanger
- Stavanger, Norway
- Courses in English (Arts & Education, Hospitality, Social Work, Business, Nursing, Sciences, Technology)
- ECTS Credits (2x US)
- Summer field camp option for Geology and Petroleum Engineering students
Affiliated Programs
Companies/Organizations that facilitate various learning abroad options in over 100+ countries

• Internships, Research, and Service Learning in addition to courses
• Students pay all fees to provider directly
  • Except $100 UH affiliated studies fee
• Many logistics provided including housing
• Prices vary
  – Destination/cost of living, length of program, amenities
• Variety
  – Location, length, courses, and time of year
Affiliated Program Examples

• Spanish Language Immersion
  – Sol Education Abroad, Kukulcan

• General Programs
  – USAC, ISA, AIFS, CEA, CIEE, KEI

• Specialty Programs
  – Semester at Sea, School for International Training

• Internships & Service Learning
  – Various providers

Students can find their own programs and bring them to our office for review – Program approval is not guaranteed
Student Service Learning Programs
Registered student organizations at UH who facilitate educational service-learning trips abroad

• Global Medical Brigades
• Bauer Global Brigades
• Honors Biomedical Sciences
• Global Dental Brigades
• Friends of Haiti
• APhA
Learning Abroad Process

1. **Getting Started**
   - Attend a Learning Abroad 101 session, talk with a Global Guide, or go to a Learning Abroad event to learn about your opportunities.

2. **Know Your Program & Destination**
   - Meet with a Learning Abroad advisor.
   - Complete the Course Equivalency Form if seeking credit while abroad.
   - Apply for scholarships!

3. **Apply & Register**
   - Apply for your program with the program provider or faculty member.
   - Register online with Learning Abroad.

4. **Prepare for Departure**
   - Attend mandatory Pre-Departure Orientation.
   - Complete the Learning Abroad Financial Aid Form if seeking to use financial aid.

5. **When You Return**
   - Attend an alumni workshop with University Career Services.
   - Volunteer at Learning Abroad events.
   - Apply to be a Global Guide.
   - Encourage others to go abroad!
Course Credit Requirements

• Completed Course Equivalency Form
• Completed GPA waiver form if needed (details later)
  
  Below a 2.0 doesn’t go!

• Student Registration process with Learning Abroad
  – Placeholder Courses (except for faculty-led programs)
  – Billable vs. non-billable hours: xxRE vs. xxAF

• All grades earned abroad count for GPA credit

• Transcripts – sent to & input by Learning Abroad
  – Can take up to 90 days+ to arrive
  • Program end dates may differ from UH calendar
  – Could delay graduation, so it is highly inadvisable to go abroad just before graduating
ViaTRM Traveler Software

• Students log on to create a traveler profile
  • Link from Learning Abroad website
• Students must have a completed profile before they are accepted to a program
• ViaTRM is linked to PeopleSoft, including current GPA
• Once accepted, students upload documents

*Search feature – program matching
*Software for students only
Course Equivalency Form

- Students must provide syllabi to their advisors/faculty members
  - Students do not automatically get advisor signature, there should be a conversation/discussion

- Type of credit
  - Exact equivalent
    - Need exact course number
  - Elective within department/major
    - Need to know level and number of credits
  - General elective credit
    - Need to know level and number of credits

- Students should *not* complete the “course equivalent” side
  - Feel free to use a new form if this is done incorrectly

- Signatures are required
  - Faculty level signature
  - Dean signature
# Course Equivalency Form

## STUDENT INFORMATION
- **Student Name:**
- **PeopleSoft ID:**
- **UH College:**
- **Major:**
- **Phone:**
- **Email:**
- **Career:**
  - Undergraduate
  - Graduate
  - Post-baccalaureate

## PROGRAM INFORMATION
- **Type:**
  - Affiliated Studies
  - Exchange (REEP)
- **University Abroad:**
- **Provider:**
- **Country:**
- **Term:**
  - Spring
  - Summer
  - Fall
  - Winter
- **Year:**
- **Start Date:**
- **End Date:**

## COURSES ABROAD
<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE #</th>
<th>CREDIT HRS.</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

## UH COURSE EQUIVALENT
<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE #</th>
<th>CREDIT HRS.</th>
<th>SUBJECT</th>
<th>COURSE #</th>
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## UH Placeholder
<table>
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<th>TOTAL</th>
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</thead>
</table>

## DEPARTMENT/COLLEGE COMMENTS:

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Student Name and Signature

UH Faculty/Advisor Name and Signature

Dean Name and Signature

Learning Abroad Director Name and Signature

Date Signed: ____________

Date Signed: ____________

Date Signed: ____________

Date Signed: ____________
Common Issues with CEFs

• Old forms
  – We can’t use these any more
• Equivalency questions – call us!
• Multiple courses/extra courses
  – Just in case, student won’t be taking all classes
• Notes section of Course Equivalency Form
  – Use these for *any* stipulations
  – Student cannot take more than X credit hours
  – Student must earn a C- or better
  – Student must meet with faculty upon return from program to double check equivalency
GPA Waiver

• Required for students with a **2.0-2.499 cumulative GPA**
• Semester and major GPAs not considered
• Must be completed by the student’s primary advisor and the dean’s office in that college

Below a 2.0 doesn’t go!
Upcoming Events

• Learning Abroad Fall Fair
  • Thursday, September 6th, 11-2pm: SC South Ballroom

• Scholarship Workshop
  • Wednesday, September 12th, 3-4:30pm: SC Skyline Room

• Coogs Abroad Alumni Event for returning students

• Learning Abroad 101 sessions all summer & semester

• IEFs Deadline for Winter/Spring/Summer
  • Sunday, September 30th by 11:59pm
Opportunities for streamlining course approval

• Bauer Model for course approval example

Want more info?
Schedule a meeting with your department’s LA advisor for specific course & program options

• Kailey: BAUER, ARCH, HRM, ENG, NSM, TECH, GCSW, Opt, Pharm, Law, Exchanges
• Maggie: CLASS, COTA, EDU, Honors, Nursing, Service Learning
Questions?

GET MORE INFO ON WHERE YOU CAN GO
UH.EDU/LEARNINGABROAD

BE PART OF THE MOVEMENT!