



Advisor Workshop

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

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Learning Abroad

Learning Abroad Staff Team



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Learning Abroad

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”



RESEARCH



INTERN



VOLUNTEER



STUDY

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Learning Abroad Program Types

- **Faculty-Led**
- **Exchange**
- **Affiliated**
- **Service Learning**



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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

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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



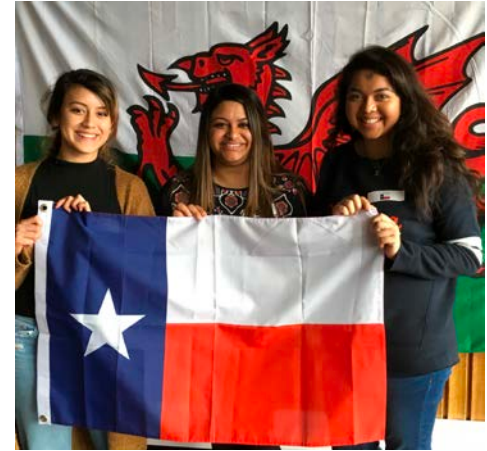
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Exchange Program Examples

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

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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

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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

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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



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Learning Abroad Process

Update graphic



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

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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

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Course Equivalency Form

STUDENT INFORMATION

Student Name: _____

PeopleSoft ID: _____

UH College: _____

Major: _____

Phone: _____

Email: _____

Career: Undergraduate Graduate Post-baccalaureate

DEPARTMENT/COLLEGE USE ONLY

Cumulative GPA: _____ Verified By: _____ Date: _____

PROGRAM INFORMATION

Type: Affiliated Studies Exchange (REEP)

University Abroad: _____

Provider: _____

Country: _____

Term: Spring Summer Fall Winter

Year: _____

Start Date: _____ End Date: _____

COURSES ABROAD			UH COURSE EQUIVALENT			UH PLACEHOLDER	
COURSE TITLE	COURSE #	CREDIT HRS.	COURSE TITLE	COURSE #	CREDIT HRS.	SUBJECT	COURSE #
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
	Course Rubric & Number			Course Rubric & Number			
DEPARTMENT/COLLEGE COMMENTS:					TOTAL		

	Kelly Kleinkort

Student Name and Signature
Date Signed: _____

UH Faculty/Advisor Name and Signature
Date Signed: _____

Dean Name and Signature
Date Signed: _____

Learning Abroad Director Name and Signature
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!**

Learning Abroad GPA Requirement Waiver

Student Name: [Click here to enter text.](#)

PSID: [Click here to enter text.](#)

Term Abroad: [Click here to enter text.](#)

Current Cumulative GPA: [Click here to enter text.](#)

Program Abroad: [Click here to enter text.](#)

Advisor Name: [Click here to enter text.](#)

Title & Department: [Click here to enter text.](#)

Advisor Email: [Click here to enter text.](#)

Students with a cumulative GPA below 2.0 at the time of application are not eligible for participation in learning abroad programs. Students with a cumulative GPA of 2.0 - 2.499 at the time of application must receive approval from their primary academic advisor or faculty advisor and from their Dean's office before consideration for the program.

Please note: this form is separate from individual program provider or partner university waivers or letters of reference.

Student Acknowledgement: I understand if my GPA falls below a 2.00, I am not permitted to participate in my Learning Abroad program.

Student Signature: _____

As the primary academic advisor for the student noted above, do you believe that he/she/they can successfully navigate the academics of the program abroad, recognizing that A) grades for courses taken abroad count toward the student's GPA and do not count as pass/fail courses, and B) academics abroad are often more rigorous and may be graded more harshly than at UH?

No Yes

Using as much space as needed, please elaborate on your response:

[Click here to enter text.](#)

Advisor Signature: _____

Date: [Click here to enter a date.](#)

Dean's Office Only

Approved Not Approved Approved with the Following Conditions:

[Click here to enter text.](#)

Designated Official Name: [Click here to enter text.](#) Title: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

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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**

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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**

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Questions?



BE PART OF THE
MOVEMENT!

Coog's
Abroad

GET MORE INFO ON
WHERE YOU CAN GO

UH.EDU/LEARNINGABROAD