

## **CISE Policy for Short Term Study Abroad Academic Course Approval**

This policy outlines the necessary steps for College of Integrated Science and Engineering (CISE) faculty members wishing to offer a course or courses outside of the United States. Faculty members intending to prepare proposals should be alert to notices from the Center for Global Engagement (CGE) at least a full year prior to the anticipated travel dates and should consult the CGE website for *Developing a Short Term Program: Forms and Deadlines*.

Responsibility for the *academic review* and approval of courses offered during study abroad programs rests with the Division of Academic Affairs. This document directs that process for the approval of academic credit in the programs of CISE. CGE works with faculty in the *non-academic aspects* of program design including housing and transportation, budget development, program promotion, and safety, liability and communication issues.

### **CGE Program Design with CISE Academic Review and Approval**

Step one requires conversations within the program/department/school for considering course offerings for study abroad experiences. Study abroad courses should favorably relate to a program/department/school's course offerings.

Step two requires a meeting with CGE during the spring/early summer prior to the year of the intended program to discuss feasibility of the proposed study abroad. CGE will offer consultation for the completion and submission of study abroad proposal forms.

Step three requires submission of the *Program Proposal Deadline* form, due to CGE on August 1 during the year prior to the summer of the planned program. The completion of this form serves as a formal notice to the academic program/department/school of the proposed study abroad program.

By August 15, the dean's office will circulate to academic programs and academic unit heads an inventory of study abroad program proposals known to CGE as originating in CISE or as needing approval for CISE cross-listing.

Step four requires program/departmental/school and CISE Dean approval of study abroad courses. This step includes the required signature from the academic unit head indicating that the *Academic Description Form/Course Approval* including the attached syllabus for each proposed course has been approved by the program/department/school. After approval, which must occur by September 15, the academic unit head will notify the CISE Dean. The signature of the CISE Dean may be obtained only once the proposed courses have the support of the academic unit head. A proposal may require adjustments to clarify academic quality and credits offered. Each proposed course syllabus should contain the following information:

- a. Full identification (course number, title, description, credits) of each course that is to be taught abroad.
- b. Identification of the instructor, or instructional team, describing the expertise and relevant experiences that qualify the individual(s) for this specific instructional role.
- c. Where each course will be taught, including information about location and condition of classroom, field, and/or laboratory facilities.
- d. The dates of the course offerings.
- e. A rationale for teaching each course in this particular location.
- f. Proposed course topics and activities.
- g. A report on the number of hours allocated to class instruction and/or to other structured academic activities to assure that departmental standards are met.

The Commonwealth of Virginia mandates a minimum of 38 hours of instruction for the awarding of 3 credits and the plans must equal or exceed that, depending on departmental requirements.

- h. An explanation for how students' work in each course will be evaluated.

The completed *Academic Description Form/Course Approval* and necessary signatures are due to CGE on October 1. Signatures required include: the academic unit head; the dean of the college; the Associate Vice Provost, University Programs for GenEd credit; and the dean of the Graduate School when graduate credit is to be offered. Each course offered requires a separate form and signatures.

**Repetition of Study Abroad Courses:**

CISE study abroad courses require annual review, even if the courses were already approved in previous years. The nature of international education suggests that *in situ* experiences and unfolding world events will generate modifications from one course offering to the next.

**Cross-Listing of Study Abroad Courses:**

Any proposed course for CISE credit will require the same approval process as courses which originate in CISE.