

UGA STUDY ABROAD ACADEMIC UNIT CHECKLIST

For programs offering UGA resident credit only; this process is not required for UGA exchange partners nor external programs from which UGA accepts transfer credit.


Program Name: _____

Director: _____

Director's academic position: _____

Term and estimated dates for first offering of the program: _____

The main program proposal must contain a list of courses (course prefix, number, course title, and credit hours) you plan to offer and number of hours credit.



Head and Dean: your signatures below indicate your approval of this study abroad program and the accompanying syllabi, and that you have ascertained the following:

- The program offers the requisite contact hours for the credit hours to be awarded (see attachment A).
- In the case of short-term study abroad programs (ten days to three weeks) which involve a lot of travel, department heads and deans should require a detailed accounting of contact hours to assure that the requisite contact hours are in place.
- The program director, any other UGA faculty, any local (foreign) faculty scheduled to teach in the program, and all graduate teaching assistants are qualified in accordance with UGA Instructor of Record Policy (see attachment B). UGA teaching assistants must meet the required number of graduate hours and other Instructor of Record requirements, and must be pursuing a degree at UGA at the time of the study abroad program.
- The curriculum is appropriate and sufficiently rigorous, commensurate with other courses in your department/college, including content and pedagogical method(s) appropriate to the discipline, (traditional lecture, field research, lab research, internship, service-learning, etc.), and appropriate number and types of assignments.
- This program contributes to the teaching goals of the department/major.
- All course numbers listed are existing UGA courses, or are currently in the process of curricular approval and expected to succeed.
- The program director has made adequate provision for student access to course materials (see attachment C).

Department & college staff – please note: this form requires original signatures.

Program Director (print name and sign)

Date

Department/Division Head (print name and sign)

Date

Dean or associate dean (print name and sign)

Date



Attachment A: Contact Hours

Instructions:

A minimum of 750 minutes of instruction is required for each semester credit hour, or 2250 minutes for a three-credit course. Lecture and discussion count 1:1. Lab and field count 2:1 (i.e., two hours of lab or field time are required to equal one contact hour). These are not study abroad policies, per se, but BOR policies for all courses taught in the University System of Georgia.

Example:

The 3 credit hours of instruction will be met as follows:

- a) 120 minutes of classroom instruction Mon-Thursday for 3 weeks (for a total of 1440 minutes);
- b) three 5.5-hour site visits to a field site, one visit each Friday for 3 weeks (for a total of 990 field minutes or 495 contact minutes); and
- c) 50 minutes of lab time 5 days per week for three weeks (for a total of 750 lab minutes, or 325 contact minutes).

$$1440+495+325 = 2260 \text{ contact minutes}$$

If the lecture/lab hours or lecture/discussion hours are fewer than credit hours, an explanation will be provided in the “non-traditional format” field of the approved course application in the CAPA system.

Attachment B: Instructor of Record

Study abroad directors must be teaching faculty qualified to be instructor of record for the courses they will teach abroad and should have a full-time, permanent position, as per UGA regulations. Graduate students and those with temporary positions will not normally be approved as program directors. Colleges or departments may have additional requirements concerning tenure status, etc.

Directors of UGA study abroad programs should be aware that if faculty are teaching in a program, and the courses taught count towards the faculty member's regular UGA course load, then those course must meet minimum enrollment targets for an on-campus course. This includes both 9- and 12-month faculty and includes program directors themselves.

For detailed information on UGA faculty appointment and instructor of record policies and procedures, please visit the Office of Faculty Affairs website:

<http://provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/4-general-policies/407-miscellaneous-course-policies/407-12-instructor-of-record/>

And

<http://provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/4-general-policies/407-miscellaneous-course-policies/407-13-faculty-credentials-and-institutional-approvals-required-for-instructors-of-record/>

Foreign faculty must also meet UGA instructor of record requirements; see the Studies Abroad Foreign Faculty policy at:

<http://provost.uga.edu/index.php/faculty-affairs/studies-abroad-foreign-faculty-appointment-policy-procedures-and-forms/>

Attachment C: Access to Course Materials

In your program planning, please consider students' access to libraries, labs, and other materials and resources needed for completing coursework. The UGA library can help: to see about setting up a customized website for your program, a sort of on-line reserve collection accessible from abroad, please contact Ms. Diana Hartle, Reference Librarian, Science Library, dhartle@uga.edu or 706-542-6399. For examples already in use by UGA study abroad programs, please visit:

<http://www.libs.uga.edu/ref/dl/studyabroad/index.html>