



# LEARNING ABROAD ADVISOR WORKSHOP

UNIVERSITY of HOUSTON

OFFICE OF THE PROVOST  
Learning Abroad

# AGENDA

- Learning Abroad Structure & Mission
- Program types & examples
- Course equivalency and GPA requirements
- Financial aid and scholarships
- Passport for Coogs



# LEARNING ABROAD STAFF



- Maggie Mahoney, Advisor
- Kailey Posterick, Advisor
- Marisol Gonzalez, Administrative Assistant
- Regina Johnson, Passport Facility Manager
- Mounica Ippili, Graduate Assistant
- Isabella Benavides, Student Worker

# LEARNING ABROAD



The Learning Abroad office advances the goals of UH Global by offering undergraduate and graduate students unique, life changing, educational overseas experiences. It facilitates opportunities for students to participate in faculty-led, reciprocal exchange, and affiliated third party provider programs, as well as research collaboratives, internships, experiential and service learning, and volunteer activities.

# Learning Abroad

Learning Abroad is more than just studying abroad. Students can go abroad for both curricular and co-curricular experiences:

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



**RESEARCH**



**VOLUNTEER**



**INTERN**



**STUDY**

# LEARNING ABROAD IS FOR EVERYONE!

We support all students going abroad:

- All student identities
  - UH Pride Partner
- All majors
- All budgets
- All availability



# LEARNING ABROAD PROGRAMS



- Faculty-Led
- Exchange (REEP)
- Affiliated
- Student Service Orgs
- Create Your Own Adventure

# FACULTY-LED PROGRAMS



- Credit Bearing

- Follows THECB guidelines – 15 contact hours for 1 hour of course credit

- Non-Credit

- Educational experience abroad without credit

Some programs are restricted by college, department, major, or classification





# FACULTY-LED EXAMPLES

- Art History in Mexico City with Dr. Koontz (standard)
  - ARTH 3314 Latin American Art
  - 3 credits/1 course in the winter session
  - **This program counts for core credit!**
- Chinese Language in China with Dr. Wen (multiple course options)
  - All levels of Mandarin Chinese
  - Repeats every other academic year, Summer 2020
- Business with Dr. Sebastijanovic (hybrid)
  - Students take 3 hours online courses and travel 1 week in host country
- Honors in Barcelona with Dr. Gish (study tour)
  - Non-credit bearing

# RECIPROCAL EXCHANGE PROGRAMS

- Students pay UH tuition to UH
- Other fees are paid abroad (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 (4x US)
- Spring semester or full year
- Spring Political Science Internship Option (highly selective)

## University of Stavanger

- Stavanger, Norway
- **Svalbard**: Summer field camp option for Geology students
- Courses in English (Arts & Education, Engineering, Hospitality, Social Work, Business, Nursing, Sciences, Technology)
- ECTS Credits (2x US)

# AFFILIATED PROGRAMS

Companies/Organizations that facilitate learning abroad options in 100+ countries

- Internships, Research, and Service Learning in addition to courses
- Students pay all tuition/fees to provider directly
- Many logistics provided including housing
- Prices vary
  - Destination/cost of living, program length, amenities
- Variety
  - Location, length, courses, and time of year





# AFFILIATED PROGRAM EXAMPLES

- Spanish Language Immersion
  - Sol Education Abroad, Kukulcan Language School
- General Programs
  - AIFS, CEA, CIEE, ISA, KEI, SIT, USAC
- Specialty Programs
  - Semester at Sea, School for Field Studies
- Internships & Service Learning
  - Global Experiences
  - Included with General Program Providers

# INTERNSHIPS ABROAD



Earn course credit & gain experience in your field

- Summer 4 or 8 weeks abroad
  - 1 course & 1 internship OR 1 internship
- Semester courses & internship
- 3-6 hours of internship credit
- Seek approval before going abroad

# 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



# CREATE YOUR OWN ADVENTURE



Students can find their own programs and bring them to our office for review

**Program approval is not guaranteed**

- Staff can consult on program legitimacy, quality, and credit eligibility

Co-Curricular Program Registration with LA

- Students **MUST** register with LA for conferences, volunteering, research, and any other co-curricular programs



# LEARNING ABROAD PROCESS

Stay on Track with your Learning Abroad Application Process

## STEP 1



Learn the basics at [Learning Abroad 101](#) & create your traveler profile on [ViaTRM](#)

## STEP 2



Start your [program search](#) & find classes to fit your degree

## STEP 3



Meet with a Learning Abroad advisor & narrow your search

## STEP 4



Apply for your program in [ViaTRM](#) & with your program provider/faculty leader

## STEP 5



Complete required paperwork & your [ViaTRM checklist](#)

## STEP 6



Attend mandatory pre-departure orientation



# COURSE EQUIVALENCY FORM

For Affiliated, Non-Affiliated & Exchange Programs:

- Students must provide syllabi to their advisors/faculty members
  - Students do not automatically get advisor signature, there should be a conversation/discussion
- Students should *not* complete the “course equivalent” side
- Signatures are required
  - Faculty level signature
  - Dean signature

## 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

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: \_\_\_\_\_

**DEPARTMENT/COLLEGE USE ONLY**

Cumulative GPA: \_\_\_\_\_ Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

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

			Learning Abroad Director
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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: \_\_\_\_\_




# 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



# COMMON ISSUES WITH CEFS

- Old forms
- 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 REQUIREMENTS

- All students must have a 2.5 to participate in an affiliated/non-affiliated/REEP for-credit program
- Faculty-Led students must have a 2.0 at the time of application and be approved by faculty leader
- Transfer GPA requirement
- If students have a 2.0-2.49, they can submit a GPA requirement waiver to their primary academic advisor and College Dean's office
- This should be done **before** they submit a course equivalency form

## Learning Abroad GPA Requirement Waiver

Student Name: \_\_\_\_\_ PSID: \_\_\_\_\_ Term Abroad: \_\_\_\_\_  
Current Cumulative GPA: \_\_\_\_\_ Program Abroad: \_\_\_\_\_

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**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 and from their Dean's office before consideration for their affiliated, reciprocal exchange, or non-affiliated program.**

*Students participating in a Faculty-Led program do not need to complete this form.*

**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: \_\_\_\_\_ Date: \_\_\_\_\_

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### Academic Advisor Only

As the primary academic advisor for the student noted above, do you believe that 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?

Yes       No      Please elaborate on your response:

Advisor Name: \_\_\_\_\_ Title & Department: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### College Dean's Office Only

Approved       Not Approved       Approved with the Following Conditions:

Designated Official Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Student should submit completed, original form directly to Learning Abroad - E. Cullen Bldg., Suite 105.*



# 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

\*Software for students only





# FINANCING LEARNING ABROAD



## Benjamin A. Gilman Scholarship

Students who receive Pell Grants are eligible to apply for awards up to \$5,000

- Financial Aid
- Grants
- Scholarships

## International Education Scholarship (IES)

UH Scholarship through Learning Abroad  
Amounts Vary  
**Competitive**

# PASSPORT FOR COOGS



- Official US Passport Acceptance Facility
- Open to faculty, staff, students, and the general public
- **Faculty/Staff – free photos & copies**
- Current UH students may have the cost of their passport book reimbursed - \$110 value
- Appointments only, schedule through our office

# UPCOMING EVENTS

## Learning Abroad Fall Fair

- Thursday, September 12<sup>th</sup>  
11-2pm in the Houston Room

## Scholarship Workshop

- Wednesday, September 18<sup>th</sup>  
10-11:30am in the LA Office

## Gilman Writing Workshop

- Thursday, September 19<sup>th</sup>  
2-3:30pm in the Writing Center



# MEET AND COLLABORATE

- 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

## Students can now make appointments in Navigate!

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



# QUESTIONS?



[uh.edu/learningabroad](http://uh.edu/learningabroad)



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