

## COLLEGE OF HEALTH & HUMAN PERFORMANCE

### Study Abroad

**College Goal:** Support study abroad courses that enhance the student's curriculum and enrich their lives as global citizens. Departments are encouraged to develop study abroad courses/programs that provide quality academic experiences beyond the UF campus experience.

#### Guidelines for Study Abroad Course

Requests to teach study abroad courses in which the majority of the course hours are condensed into a one-to-three week cultural immersion must also provide class times before and after this overseas, in-country experience. Adequate classroom lectures that are provided before and after the in-country experience should be noted in the syllabus. The College does not approve stand alone one, two, or three week study abroad courses.

The number of contact hours and course credits listed should be clearly justified and explained within the syllabus and study abroad course request form. Contact hours are equal to the number of hours students are required to spend interacting with the course instructor and/or classmates in course related activities. A combination of 15 contact hours *plus* 15 hours of outside preparation of assigned work is required for each credit assigned to a course. Thus, approximately 30 hours of student coursework is required for each course credit assigned OR 90 hours for a 3-credit-hour course.

Currently the college has two courses approved for study abroad – HLP 4933 and HLP 6935: Variable International Topics. Both courses have been approved for off-book. All study abroad courses fall under these two course numbers with variable credit. Each year study abroad courses need to be approved despite prior approval as in-country experiences typically change.

College study abroad courses must be approved in advance of teaching course and must following described approval processes. This advance planning allows departments to plan academic calendars and provides the best service to students when planning their courses. ALL faculties must complete appropriate outside activity forms when necessary.

One Week In-Country Study Abroad Course

A maximum of 60% of in class contact hours maybe be in-country participation and a maximum of 90% of out of class contact hours maybe in-country. For example:

# of Credit Hours	Total Class Contact Hours	Total Out of Class Contact Hours	Total Contact Hours	Gainesville Class Contact Hours	Maximum In-Country Class Contact Hours	Gainesville Out of Class Contact Hours	Maximum In-Country Out of Class Contact Hours
<b>3 hours</b>	45	45	90	18	27	4	41
<b>2 hours</b>	30	30	60	12	18	3	27
<b>1 hour</b>	15	15	30	6	9	2	13

Class in Gainesville must be held at least 3 times prior to in-country portion of course and at least 2 times following in-country experience.

Two-Three Week In-Country Study Abroad Course

A maximum of 80% of in class contact hours maybe be in country participation and a maximum of 90% of out of class contact hours maybe in-country. For example:

# of Credit Hours	Total Class Contact Hours	Total Out of Class Contact Hours	Total Contact Hours	Gainesville Class Contact Hours	Maximum In-Country Class Contact Hours	Gainesville Out of Class Contact Hours	Maximum In-Country Out of Class Contact Hours
<b>3 hours</b>	45	45	90	9	36	4	41
<b>2 hours</b>	30	30	60	6	24	3	27
<b>1 hour</b>	15	15	30	3	12	2	13

Class in Gainesville must be held at least 2 times prior to in-country portion of course and at least 1 time following in-country experience.

### Study Abroad Syllabus

Syllabus should include at minimum: 1) a schedule of class meetings held in Gainesville; 2), class schedule while in-country; 3) all required course assignments and any non-classroom activities that students will be required to attend; and 4) course evaluation including expectations for class participation (both in Gainesville and in-country).

### Pay Schedule

For courses developed by UF HHP faculty and delivered by UF HHP faculty the pay schedules approved by the college will be used to determine faculty salary. All HHP faculty and/or staff must be compensated for teaching study abroad courses.

### Study Abroad Budget

The Academic Affairs Office will provide assistance with developing individual study abroad course budgets. The budget will be based on the Salary and Budget Guidelines effective fall 2007. The budget will be reviewed and approved by the Associate Dean for Academic Affairs.

### American University International Programs (AUIP)

AUIP courses that HHP faculties are involved must go through the same curricular approval process as non-AUIP courses. However, HHP faculty pay schedule will not apply to faculty teaching AUIP courses. Faculty will be paid directly by UFIC/AUIP. AUIP approved courses need not follow the guidelines for in Gainesville and in-country experience hours, however, they must meet at least one time before and after the in-country experience. All AUIP courses must follow other approval procedures as noted by the college. Students taking AUIP courses must also pay a pre-determined HHP Administrative Fee; this fee will be determined on a course-by-course basis within the range noted by the college. Faculty participating in an AUIP study abroad course must also complete an outside activity report form.

### HHP Academic Affairs Assistance

HHP Academic Affairs Office will provide assistance with completing the HHP Study Abroad Checklist and the course budget once a course has been approved by the College Curriculum Committee and the Associate Dean for Academic Affairs. Assistance will also be provided through assisting with participation in Study Abroad Fair, as well as advertising approved study abroad courses to HHP students and non-HHP students. Advertising for study abroad courses will provide a consistent look for programs offered through the college, which emphasizes the academic nature of the course.

## **Course Approval Process**

All courses taught as a study abroad course, which awards University of Florida (UF) credit within the College of Health and Human Performance (CHHP) must be approved by the Department Curriculum Committee, Department Chairperson, College Curriculum Committee, Associate Dean for Academic Affairs, and the University Curriculum Committee. To facilitate this process faculty submitting new study abroad course proposals are requested to complete the Study Abroad Course Request Form (parts A and B) and attach it to the syllabus of the proposed course.

The College Curriculum Committee meets monthly. Proposals (including the Study Abroad Course Request Form, sign off sheet, and a course syllabus) should be submitted both electronically and in hard copy to the Associate Dean for Academic Affairs at least one week in advance of the committee's monthly meeting. Proposals received after that date will be reviewed at the next meeting of the committee. Faculty are requested to submit course proposals as far in advance of the planned study abroad course as possible to insure adequate time for the review process, including any requests by the committee for additional information or clarification.

The Academic Affairs office will contact UFIC and communicate which study abroad courses will be taught by the college during the academic year.

**STUDY ABROAD REQUEST FORM**

**PART A**

FACULTY MEMBER INFORMATION

Name: \_\_\_\_\_ Department: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

COURSE INFORMATION

Proposed Course Title: \_\_\_\_\_

Course code (prefix) and number (*if known*): \_\_\_\_\_ Course Credits: \_\_\_\_\_

Complete this table based on number of credit hours you are requesting for the course:

# of Credit Hours	Total Class Contact Hours	Total Out of Class Contact Hours	Total Contact Hours	Gainesville Class Contact Hours	In-Country Class Contact Hours	Gainesville Out of Class Contact Hours	In-Country Out of Class Contact Hours

Term that the course will be taught (select one):

- Fall                     
  Spring                     
  Summer                     
  Intersession

In-country Course Dates (inclusive): \_\_\_\_\_

Requested course to be approved as:

	Yes	No
Approved Elective		
Cognate		
International/Diversity		
Undergraduate Credit		
Graduate Credit		
UF Credit		





## Study Abroad Course Approval

Proposed Course Title:

Course credits:

Faculty Member:

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### DEPARTMENT APPROVAL

Signature of Department Curriculum Committee Chair: \_\_\_\_\_

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

Signature of Department Chair \_\_\_\_\_

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

### COLLEGE APPROVAL

Signature of College Curriculum Committee Chair: \_\_\_\_\_

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

Signature of Associate Dean \_\_\_\_\_

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

## CHHP Study Abroad Implementation Checklist

August 28, 2007

The College supports study abroad courses that enhance the student's curriculum and enriches their lives as global citizens. Departments are encouraged to develop study abroad courses/programs that provide quality experiences beyond the UF campus experience.

**The following steps must be done prior to offering a study abroad course (see the Study Abroad Course Request form):**

1. Approval by Department Curriculum Committee:
2. Approval by Department Chair:
3. Approval of the Study Abroad Course Request form, complete syllabus with readings, assignments, and tours by College Curriculum Committee:
4. Request for Waiver of Fees for Off-Book Programs or Courses & Off-Book Status Approval form
5. University of Florida Study Abroad Program Approval form

Note that UF's International Center usually holds its first recruiting fair for Study Abroad in September. College curriculum committee and other approvals can take time, so an early start and thorough preparation can make the process go more smoothly.

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**Questions 1 through 11 below will help in the budget planning for your course. The UF International Center (UFIC) can provide assistance on budget, local arrangements, liability questions and requirements for visas and insurance.**

1. Is the course for UF credit, transfer credit or mixed credit and how many credits will be awarded?  
 UF       Transfer       Mixed      Number of credits: \_\_\_\_\_
2. Will this be a full-length course, a mini-session or intersession course? \_\_\_\_\_
3. What is the maximum number of student enrollment for this course? \_\_\_\_\_
4. Who is the contact person for the course? \_\_\_\_\_
5. If there is a partner organization, is there an agreement in place?  Yes     No
  - a. If yes, what is the name of the organization? \_\_\_\_\_
  - b. If yes, will the partner organization provide any remuneration for faculty as part of the agreement?  
 Airfare     Housing     Per Diem     Meals     N/A

6. Will there be any TA's or other accompanying personnel?  Yes  No
- a. If so, what is their rank? \_\_\_\_\_
- b. If so, what will be provided for them?
- Stipend  Airfare  Housing  Per Diem  Local Transportation
- Excursions  MedEx
7. What types of housing arrangements are made for the students, including supervision?  
\_\_\_\_\_
8. Does every student stay for the same amount of time? \_\_\_\_\_
9. Will there be any students that will make their own housing arrangements? If so, who is the contact for that information? \_\_\_\_\_
10. What extra funds, if any, should be taken into consideration for any fluctuations in the exchange rate? \_\_\_\_\_
11. Will the faculty sponsor teach the course or act only as administrative director?
- Teach a course  Administrative Director  Both

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