

Introducing Semester Study Abroad Programs & International Internships to Your Students

Clarifying the WHY, WHEN, WHAT, and WHERE

• Step 1: IDENTIFY GOALS/PREFERENCES

- Encourage students to think about their personal/academic goals before thinking about WHERE they want to go. ****Remind students they must have 2.5 GPA at a minimum; best to have above a 3.0 GPA to have most options.****
 - Language acquisition?
 - Interest in a particular culture or region?
 - Specific academic/career goals?
 - Be in a big city? More rural location?
 - Large university? Small university?
 - Go abroad with other US students vs. enroll directly at a foreign institution?

• Step 2: REVIEW ACADEMIC PROGRESS

- After reviewing their goals, help them see how study abroad fits into their academic plan by reviewing the courses they have completed so far and the courses they have left to take:
 - How flexible is their degree plan?
 - What kinds of courses (LIT? FNA? SS?) and/or what exact courses (ECO 210? MKT 301?) should they look for abroad given the semester they are interested in going to stay on track for their graduation?
 - If they are interested in an internship experience prior to reaching junior/senior status, how could that experience fit into their academic plan? Special project?
- ****PLEASE Give them a copy of their one page advising sheet to bring to the CGE appointment!****

• Step 3: PREVIEW PROGRAM OPTIONS

- *Fall/Spring Semester Program* = 12-15 credits abroad; usually a combination of core requirements, electives, and one or two major-related courses are taken
- *Summer Semester Program* = 3-9 credits worth of courses work can be obtained during the summer months; programs vary in length from 4 weeks to 10 weeks
- *Semester w/ Internship* = Students can do a 3 or 6 credit internship during the Fall or Spring semester and then take 3 or 4 additional courses
- *Internship Only* = Almost always done in the summer; 3 or 6 credit options available

• Step 4: SEND THEM TO THE CGE!

- By having discussed some or all of the above prior to meeting with us, students will:
 - Have a better sense of which courses they need to find abroad
 - What options might be the best fit for them and their goals
 - Will be able to articulate their goals more clearly

THE APPLICATION PROCESS

• Making the Final Selection

- Once we obtain a strong sense of the student's goals and academic requirements, we will help them narrow down a program that fulfills their goals (or as many of them as possible!)
- We will help them select several course options at the foreign institution based on the courses they have identified they need for their degree
- After suggesting several course options, we will send them back to share these options and the corresponding syllabi/course descriptions with their academic advisors, relevant department chairs, and eventually their Dean's Office with course descriptions so that these proposed equivalencies can be officially signed off on the [Study Abroad Course Approval Form](#).
 - *Major Requirements and Internship/Special Projects* should be approved by the Department Chair within the student's major
 - *Liberal Arts Core Requirements* should be approved by corresponding Department Chair for the corresponding discipline (e.g., if a student is looking to fulfill a TRS requirement with a course they have selected to take abroad, the course syllabus from the international institution needs to be pre-approved by the Theology Department Chair as an adequate equivalent for the TRS requirement)

- After the academic advisor has signed off on the form, the last signature is that of the Dean/Associate Dean of the school under which the student's major falls.
- **The Two-Tiered Application Process**
 - *Step 1:* submit an application to the CGE
 - 500 word essay & two faculty recommendations
 - *Step 2:* submit an application to the specific study abroad/internship program
 - May involve an additional essay
 - Internship applications will require resumes and cover letter as well as an interview
- **Application Deadlines**
 - While the application deadlines are listed below, ideally we would like to begin working with students 8-12 months in advance of the semester they want to go abroad
 - Deadline to apply for a Fall Semester program is March 1st
 - Deadline to apply for a Spring Semester program is October 1st
 - Deadline to apply for Summer Semester Program is February 1st

COURSE REGISTRATION & ASSESSMENT

- **Transfer Credit vs. MU credit**
 - If students go on an MU program (Marymount in Rome is the only Semester option at this point), they will receive an actual letter grade for the course and the course will show up as an MU course
 - If students go abroad for a semester, in nearly every case, all of the courses will show up on the student's transcript as transfer credit (no grade affiliated with the course so their GPA will remain the same)
 - **RULE:** In order to get credit for the pre-approved MU equivalent courses a student takes abroad, they need to get a C or better in that course
 - Internship/Independent Project Exceptions
- **Registration for Courses While Abroad**
 - Students are registered for a 12-15 credit "Study Abroad Course Block" during the semester they study abroad which serves as a place holder until we receive their transcripts from the semester abroad. This block will disappear and be replaced with the pre-approved MU equivalent courses once the student's transcript is processed after they return.
 - A few notes on awarding credit for international internship programs:
 - Some students may pursue an international internship well before they are eligible to complete an internship for credit for their Marymount degree. In this case, students can work with their department to decide how this experience can be awarded credit – independent project? Elective credit?
 - Regardless of how the experience is classified, it is important to highlight that some international internship programs have an academic course affiliated with the internship which requires the student to complete a variety of assignments and involves and assesses their performance with a letter grade at the end of the experience – and others do not
 - If there is NOT a course affiliated with the experiences, it is essential that the student works with a faculty member to establish expectations for how they will be assessed for a formal letter grade for their internship/independent project when they return