

STUDY ABROAD CHECKLIST FOR CHC STUDENTS

Key things to do...

Before you go abroad...

- ✓ Visit the Global Education Oregon (GEO) Office's drop-in advising hours (333 Oregon Hall) to learn about study abroad programs, coursework options, and application process.
- ✓ Meet with your major advisor(s) to discuss coursework that you could take abroad that might count toward your major requirements.
- ✓ Meet with your CHC advisor to discuss (1) how study abroad might fit in to your four-year course plan, (2) how your study abroad experience could enrich your thesis topic; and (3) the process for petitioning for elective colloquium credit upon your return (see reverse for more details).
- ✓ If you have already identified a Primary Thesis Advisor, consult him/her about how your study abroad experience might enrich your thesis topic.
- ✓ Submit a Temporary Leave Form to Miriam Jordan (mjordan@uoregon.edu) before you go. (Form can be found on the CHC Canvas site under "Student Forms and Documents.")

While you are abroad...

- ✓ SAVE EVERYTHING—including course descriptions, syllabi, writing assignments, exams, etc. Plan ahead—if you are in a situation where you have to hand-write your work, make a photocopy, take a photograph, or write out two copies (one to turn in and one to bring home). You will need as much documentation as possible for your CHC course substitution petition upon your return.
- ✓ If a course that you take abroad seems to be less rigorous than you expected it would be, then consider working with your instructor to add a directed study component to the class that includes some additional readings and a more substantial analytical writing assignment. (*Note #1: Be very tactful about how you approach the instructor with such a proposal. Note #2: Instructors are not obligated to approve such a request. Note #3: Work added in this fashion doesn't eliminate the petition process.*)

After you return...

- ✓ Submit a Course Substitution Petition (form is on the CHC's Canvas site) no later than the Friday of Week 3 of the next term that you are back in residence at UO, or as soon as your study abroad credits are transferred back to the UO by the Registrar (that is, after they appear on your Degree Guide in Duckweb). Submit as much documentation as possible from the courses that you took while abroad.
- ✓ You should hear back on the result of your petition by the Friday of Week 7 of the same term during which you submitted your petition.

(See reverse side for key considerations for successful study abroad course substitutions)

KEY CONSIDERATIONS FOR SUCCESSFUL STUDY ABROAD COURSE SUBSTITUTIONS

- Courses taken abroad must resemble CHC colloquia—small class size, discussion-based, substantial reading and writing components—in order to yield colloquium credit.
- Papers or other final projects should be intellectually and analytically robust, not simply journal entries or reflections on the culture that you experienced while abroad. Many colloquia assign a 10-15 page final paper, as a benchmark.
- Colloquium credit will only be granted for 4-credit (or more) upper-division (300- and 400-level) credits taken abroad.
- Typically, one **elective** colloquium *may* be granted for one term spent abroad, and up to two **elective** colloquia *may* be granted for two terms spent abroad.
- In general, colloquium substitutions are harder to receive for courses in a student's major.
- Internships can be substituted for elective colloquia if they resemble CHC colloquia.
- Course substitution credit is usually only granted for colloquia, not for 200-level HC Arts & Letters or Social Science credits.
- Colloquium course substitutions for non-CHC study abroad opportunities can only be granted by petition once the grade is posted on a student's Degree Guide after his/her return. There is no pre-approval process, unless the student is studying abroad in a CHC study abroad program that automatically yields colloquium credit, typically as follows:
 - **CHC@Oxford:** (8 cr) HC 421 *or* HC 431 *or* HC 441 (depending on tutorial)
 - **The Genius of Study Abroad:** (8 cr) HC 421
 - **Via Francigena/Italo Calvino (Siena, Italy):** (8 cr) HC 431
 - **Intensive Swahili in Zanzibar:** (4 cr) HC 431

In the case of CHC study abroad opportunities, colloquium credits will be applied to the colloquium subject-area category (e.g. Arts & Letters) first (if that category has not yet been fulfilled), and then to the elective colloquium category if the appropriate subject-area category has been fulfilled.

Note: If a student wishes to receive a different type of credit for a CHC study abroad opportunity (say, HC 421 instead of HC 431 for a class taken in Siena), s/he will have to submit a Course Substitution Petition (available on Canvas) once the grade is posted on his/her Degree Guide after his/her return.

(See reverse side for study abroad checklist)