

**FACULTY HANDBOOK, SECTION 4**  
**HANDBOOK FOR OFF-CAMPUS STUDY**

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## **A. OFF-CAMPUS STUDY AT WOOSTER**

Off-campus study offers students the opportunity to live and study in another cultural setting, whether domestic or foreign, and to pursue academic work that is not available on campus but which complements Wooster's program. Off-campus study is coordinated by the Off-Campus Studies Office and the Director of Off-Campus Studies. The Off-Campus Studies Office promotes global events on campus, advises students on off-campus opportunities, facilitates both domestic and international off-campus study, and provides both pre-departure and re-entry programming helping students integrate their off-campus experiences into the Wooster education. All questions about off-campus study should be directed to the Off-Campus Studies Office, Babcock Hall (330-263-2221).

The objective of the Off-Campus Study program is to send the maximum number of qualified, eligible students on College endorsed off-campus study programs. The College of Wooster officially endorses a wide variety off-campus programs, both domestic and abroad. The official endorsement of a program means that credit will transfer back to the College and appear on the student's College transcript, and that financial aid will transfer. Links to Endorsed Programs can be found on the OCS website.

For additional information about off-campus study, consult the Catalogue and visit the Off-Campus Study Offices website.

## **B. ELIGIBILITY FOR OFF-CAMPUS STUDY**

In order to study off-campus, students must:

- a. Attend an OCS 101 informational session and meet one-on-one with the OCS Director prior to submitting a proposal;
- b. Meet with academic adviser prior to submitting a proposal;
- c. Have sophomore or junior standing while participating in the program;
- d. Be enrolled at Wooster the semester preceding off-campus study;
- e. Maintain a minimum cumulative grade point average of 2.75 (some programs require a higher GPA);  
[Note: Students whose cumulative GPA falls below 2.75 or who are placed on academic probation at the end of a semester prior to their off-campus study program will not be allowed to participate in the off-campus program.];
- f. Maintain good standing under The College of Wooster's Codes of Academic Integrity and Social Responsibility;
- g. Submit all Off-Campus Study Proposal forms by February 1st;
- h. Attend the mandatory pre-departure orientation;
- i. Complete an OCS Program Evaluation, to be submitted electronically to OCS within three weeks of return to campus. Failure to do so will result in a hold placed on registration for the following semester.

## **C. APPLICATION PROCESS**

The Off Campus Study program encourages students to submit the strongest proposal. Proposals will be ranked by quality to distribute institutional financial aid. Students must complete two steps: an off-campus study proposal and an application to the specific program.

- (1) The College of Wooster Off-Campus Study Proposal: The proposal is to the College for permission to study off campus and to receive institutional financial aid. "The College of Wooster Off-Campus Study Proposal" form is accessible from the OCS website.
- (2) Application to Specific Program: The application is to the specific program to which the student is applying. The student is responsible for submitting the program application directly to the provider and making a copy for OCS office records.

Off-Campus Study application forms are available on the Off-Campus Studies website and include the proposal, a Release of Liability to be signed by the student and the student's parents or guardians, an unofficial copy of the Wooster transcript, and an Adviser's Reference. The off-campus study application deadlines for the academic year 2013-2014 (fall or spring semester, or full year) are:

December 2 – Declaration of Intent to Study Off-Campus  
January 31 – Off-Campus Study Application

- 3) Fall vs. Spring Enrollment: The Off-Campus Studies Office and Advisory Committee strive to accommodate all qualified proposals. However, in order to plan for and utilize on-campus resources in an effective manner, the off-campus study participation between fall and spring semesters will be split 55%/45%. You will be informed if your preferred term of off-campus study has been accepted.
- 4) Financial Aid: The College of Wooster will apply all financial aid to an approved proposal for one endorsed off-campus program (semester or year-long) subject to the following conditions:
  - a. The student must be enrolled at Wooster the semester following off-campus study.  
[Note: If a student applies institutional financial aid to an off-campus program and does not return to The College of Wooster after the program, the student will be billed for the amount of aid distributed.]
  - b. When the number of proposals exceeds the projected off-campus study budget for any given year, OCS will rank proposals to distribute institutional financial aid based on the quality of the proposal (see "The College of Wooster Off-Campus Study Proposal" form for criteria). If a student's proposal is not granted institutional financial aid, the student may still study off-campus, but institutional financial aid will not be available.
- 5) Billing: The amount of tuition that will be billed by The College of Wooster for an approved proposal will be equal to the tuition portion of Wooster's comprehensive fee, or the program's actual tuition charge, whichever is higher. Other fees billed by The College of Wooster will be based on the off-campus study program's non-tuition fees (e.g., room, board, health insurance). All financial aid will be applied to approved

proposals for endorsed programs. Exception: Students enrolling in Global Student Teaching will pay all GST fees plus the Wooster Off-Campus Study administrative fee. GST students are not eligible for Wooster financial aid.

6) Administrative Fee: An Off-Campus Study administrative fee equal to 1% of the Wooster comprehensive fee will be assessed to defray the cost of arranging Wooster's participation in the program, granting course credit for the program, maintaining the student's registration records, coordinating the billing and payment of fees, and carrying out other administrative tasks related to the program.

7) Leaving a Program: If a student leaves an off-campus program for any reason, he/she will not be allowed to return to The College of Wooster for the duration of the approved off-campus program. Depending on the program, students who cancel their participation for any reason are responsible for all expenses incurred by the program on their behalf and will be required to reimburse funds according to the cancellation penalties.

8) Attending a Program without Wooster Approval: If a student does not receive approval from The College of Wooster to attend an off-campus program via the OCS Application or Petition Process, but still chooses to attend the program, the student must officially WITHDRAW from The College of Wooster (processed through the Dean of Students Office). In addition, credits earned off-campus are subject to review by the Office of the Registrar and by Department Chairs, and may not be accepted by the College.

9) Petitions: Petitions for any exceptions to the above requirements, and for permission to transfer financial aid to a non-endorsed off-campus program, must be submitted in writing to the Director of Off-Campus Studies no later than February 1. Petitions for special one-time endorsement of non-endorsed programs must contain compelling academic reasons in order to be granted. Consult the OCS Petition Guidelines for more information. Students may choose to take a leave of absence from the College to attend non-endorsed programs, in which case no institutional financial aid would transfer.

10) Safety and Security: The College of Wooster reserves the right to revoke approval of a program based on safety and security issues in the country or location of study, as determined through consultation of reputable news and governmental sources. If the decision is made to revoke approval, the Off-Campus Studies office will work with the student to find an appropriate alternative program.

#### **D. GRADES EARNED ON OFF-CAMPUS STUDY**

Grades earned on most off-campus study programs are not calculated into a student's grade point average, but courses completed on approved off-campus study programs will be transferred to Wooster if the grade earned is equivalent to a C or above. Grades below C earned in courses completed on the College's endorsed off-campus study programs will not be accepted for transfer to Wooster. Students wishing to count courses in fulfillment of College

graduation requirements must petition the chair of the appropriate department or program to review the course work and complete a Transfer Credit form for each course to be reviewed. The chair shall return the completed form to the Registrar.

#### **E. ADVISING STUDENTS FOR OFF-CAMPUS STUDY**

Advisers are typically asked to evaluate a student's qualifications for off-campus study including academic preparedness, maturity, and motivation. Not all students will perform well on off-campus programs. Faculty advisers are encouraged to discuss with the student how the experience will be integrated into his or her academic program at the College, including which graduation requirements and classes in the major might be fulfilled while off campus. If you believe that for any reason the student is unprepared for an off-campus experience in general or for a particular program, you should address this concern directly with the student and, as appropriate, the Director of Off-Campus Studies. This is a crucial part of the advising process.

#### **F. WOOSTER-LED/WOOSTER-SPONSORED INTERNATIONAL PROGRAMS**

The College currently offers two semester-long and four summer programs that are led by members of our faculty or coordinated by a liaison faculty member in the host country: Wooster in Besançon, France; Wooster in Thailand; Wooster Summer in Siena, Italy; Wooster Summer in Yunnan, China; Wooster Summer in Ecuador, and Wooster Summer in Trinidad and Tobago. Please note that not all programs occur each year. Consult the Director of Off-Campus Studies for further information.

##### Semester Programs

Wooster in Besançon – Established in 1986, Wooster in Besançon is offered each semester, and provides intensive language study at the Centre de Linguistique Appliquée of the University of Besançon. The program attempts to advance students quickly in their understanding of French by living in a French-speaking environment and studying French intensively and systematically for four months. Participants earn up to four Wooster credits in French. Courses may help to satisfy major requirements in French, International Relations, Cultural Area Studies, or International Business. In France, the program is administered through a College of Wooster graduate. For further information, contact the Chairperson in the Department of French.

Wooster in Thailand – This semester-long program is based at Payap University, a Presbyterian Church-related institution in Chiang Mai, Thailand. The program begins in late August and ends in early December. A College of Wooster program, it is limited to 12-14 sophomores and juniors of good academic standing. The academic focus of the study is religion and culture through such courses as Hinduism, Buddhism, Islam, and the Cultural Foundations of Thai Society. It combines regular classroom instruction with several major field trips essential for the study of religion and society. Some of the trips planned include such places as Sukhutai, an ancient city famous for its temples and monasteries in Northern Thailand, a trek to the hill tribes, Bangkok, and Southern Thailand. In addition there are several educational trips to local

temples, monasteries, mosques, museums, theatres, and places of cultural interest. Payap University provides students with housing, dining room, classroom space, library, and other facilities. For further information, contact the Chairperson in the Department of Religious Studies.

### Summer Programs

Wooster Summer in Tuscany, Italy – A four-week program of intensive study and travel centered in Siena, a medieval, walled city situated in the hills of Tuscany, Wooster summer in Tuscany offers two full course credits, including History 199: “Plague in the Towns of Tuscany” and Interdepartmental 199: “Mystics, Pops, and Pilgrims.” Through an affiliation with the Siena School for Liberal Arts, housed in a 1920s urban villa in a residential neighborhood of Siena, students will have access to classrooms, a small English language library, and wireless computer facilities. Trips to museums, galleries, churches, and the public spaces around which medieval life was centered will provide a laboratory setting for historical investigations. For further information, contact the Director of Wooster Summer in Tuscany, Madonna Hettinger, Department of History.

Wooster Summer in Yunnan, China – This seven-week intensive language program is based at the Yunnan University in Kunming, an institution of 25,000 students in east-central China. Students will complete two courses (the equivalent of one year) of beginning, intermediate, or advanced Chinese, as well as attend lectures on the customs and cultures of ethnic minorities, government official policies on ethnic minorities, the impact of modernization and tourism on local cultures, pollutions and eco-protections, with local tours on weekends and guided visits to Xi’an, Yan’an, Lijiang, Beijing, and Guilin. For further information, contact the Director of Wooster Summer in Yunnan, Rujie Wang, Department of Chinese.

Wooster Summer in Ecuador – This three-week field experience will introduce students to principles of conservation biology, and to the cultural, historical, and political contexts in which conservation is practiced in Ecuador, a mega-diverse tropical country. Spring course meetings will allow students to prepare for the trip, and to read and discuss topics that will then give them more insight on the actual field experience. The summer study abroad component will give students the opportunity to appreciate the biodiversity and cultural context in which conservation biology must be applied, to examine specific conservation issues in Ecuador, to interact with stakeholders in particular conservation issues, to begin to grasp the links between resource conservation and human livelihoods, and to refine and deepen their understanding of global issues in conservation. For further information, contact the Director of Wooster Summer in Ecuador, Marilyn Loveless, Department of Biology.

Wooster Summer in Trinidad and Tobago – This three-week tropical field biology course allows students of biology at all levels to partake in experiential learning about the ecology and conservation of tropical environments and their biota. Through lectures, field experience and an independent research project in a tropical region known for its biodiversity, students will learn about such topics as ecological interactions, the natural history of locally important plant and animal species, biodiversity dynamics and human impacts on tropical ecosystems. In addition to research in the field, students will have the opportunity to interact with local experts from non-governmental organizations as well as scholars and students from the University of

the West Indies. For further information, contact the Director of Wooster Summer in Trinidad and Tobago, Richard Lehtinen, Department of Biology.

#### **G. OFF-CAMPUS STUDY PROGRAMS ENDORSED BY WOOSTER**

The College of Wooster endorses many programs. The endorsed program locations may change and the most updated list, along with program descriptions, can be found through links from the Off-Campus Studies website.

#### **Additional Off-Campus Experiences**

Business Economics Internships (coordinated through the Department of Economics)  
Practicum in Psychology (coordinated through the Department of Psychology)  
Ethics and Society Internships (coordinated through the Department of Religious Studies)  
Professional Theatre Internships (offered through the Department of Theatre and Dance)  
Practicum in Women's, Gender, and Sexuality Studies (coordinated through the Department of Women's, Gender, and Sexuality Studies)

#### **H. OFF-CAMPUS STUDY PROGRAMS AND INTERNSHIPS**

An internship or practicum is a supervised work situation in which students may test concepts learned in the classroom while extending their knowledge through experience. The aim is to provide a laboratory-like experience to explore the multiple dimensions of complex problems. Internships are usually off-campus, but some on-campus situations may be approved.

For further information on specific programs, consult the *Catalogue*.

#### **I. NON-ENDORSED PROGRAMS**

In exceptional circumstances, and on a one-time only basis, non-endorsed programs may be endorsed through a petition to the Director of Off-Campus Studies and the Off-Campus Study Advisory Committee. These special endorsements may be granted only for a single one-semester study abroad program. For information about this petition process, consult the Off-Campus Studies website and contact the Director of Off-Campus Studies.

#### **J. APPROVAL PROCESS TO ENDORSE PROGRAMS FOR OFF-CAMPUS STUDY**

The Educational Policy Committee will review proposals for changes to the list of programs endorsed for off-campus study, including both the addition of new programs to the list and, when appropriate, the removal of programs from the list.

Proposals for additions to the list may be made by individual faculty members, groups of faculty or chairs of departments, or the Director of Off-Campus Studies and the Off-Campus Study Advisory Committee. As part of the annual report from the Off-Campus Studies office to

the Educational Policy Committee, the Director of Off-Campus Studies will indicate programs that he/she and the Advisory Committee believe warrant consideration for approval.

New programs recommended for approval should meet the following criteria and proposals should address these points specifically. Endorsed programs should:

- (a) offer educational opportunities which are consistent with the goals of a liberal arts education;
- (b) offer educational opportunities not otherwise available at the College;
- (c) be of demonstrated quality that is consistent with the standards and expectations of the College and is reflected in the program's criteria for admission;
- (d) provide the College adequate opportunities for program evaluation, oversight, and input into the program's administration (e.g., through participation in an advisory board, invited site visits, and other formal procedures);
- (e) in the case of international programs, be organized so as to provide a significant inter-cultural experience that involves direct engagement with the people and culture of the host country;
- (f) accordingly, whenever possible, should involve study and practice in the language(s) spoken in the host country, at least at the introductory level and preferably at more advanced levels;
- (g) have the full support of one or more departments or programs at the College.

Proposals should include relevant literature on the program.

Before presenting the proposal to the Educational Policy Committee, the Off-Campus Study Advisory Committee will solicit evaluative statements from relevant departments, programs, or members of the faculty and ask the Director of Off-Campus Studies to provide the following information:

- (a) a summary of student evaluations of the program by any Wooster students who have previously participated in it;
- (b) evaluative comments and materials from other off-campus study professionals;
- (c) materials from other programs that might provide a comparative perspective.

Proposals may be submitted at any time. Proposals approved by the Educational Policy Committee will be reported to the faculty at the next faculty meeting and, unless stipulated otherwise, will take effect in the semester immediately following.