

FACULTY HANDBOOK, CHAPTER 5

Global Engagement & Off-Campus Study

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Please note: Due to the COVID-19 pandemic, off-campus and international study has been paused for Fall 2020 semester. Updates will be provided as they become available.

A. OFF-CAMPUS STUDY AT WOOSTER

Off-campus study offers students the opportunity to live, study, volunteer, and/or intern in another cultural setting, whether domestic or foreign, and to pursue academic work that is not available on campus but which complements Wooster’s academic offerings. Off-campus study is coordinated by the Global Engagement Office and the Director of Global Engagement. The Global Engagement Office (GEO) promotes global events on campus, advises students on off-campus opportunities, facilitates both domestic and international off-campus study, and provides both pre-departure programming that encourages students to maximize their learning outcomes and re-entry programming that assists students with integrating their off-campus experiences into the Wooster education. All questions about off-campus study should be directed to the Global Engagement Office, located in APEX (330-263-2227).

The objective of the Global Engagement program is to send the maximum number of qualified and 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, In the case of fall and semester programs, that financial aid will transfer. Links to Endorsed Programs can be found on the GEO website.

For additional information about off-campus study, consult the Catalogue and visit the Global Engagement Office website.

B. ELIGIBILITY FOR OFF-CAMPUS STUDY

In order to study off-campus, students must:

- a. Attend a GEO 101 advising session;
- b. Meet with academic adviser prior to submitting an online application;
- c. Meet with either the GEO Director or Assistant Director;
- d. Have rising sophomore, sophomore or junior standing while participating in the program (first year students may be approved to participate in programs designed specifically for first year students);
- e. Be enrolled at Wooster the semester preceding off-campus study;
- f. 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 may not be allowed to participate in the off-campus program unless they successfully petition for an exception.]

- g. Maintain good standing under The College of Wooster's Codes of Academic Integrity and Social Responsibility;
- h. Submit their Global Engagement Program application by the appropriate deadline;
- i. Attend GEO's mandatory pre-departure orientation;
- j. Complete the GEO Program Evaluation, to be submitted electronically to GEO within three weeks of return to campus.

C. APPLICATION PROCESS

Typically, students must complete two applications to apply for an off-campus study program.

- a. The College of Wooster Global Engagement Program Application: This application is to request the College's permission to study off campus and to receive institutional financial aid. "The College of Wooster Global Engagement Program Application" is an on-line application accessible from the GEO website. Note: This application is the only application required for participation in a Wooster TREK program.
- b. Application to the Specific Program: This application is to the specific program to which the student is applying and will be found on the program provider's website. The student is responsible for submitting the program application directly to the provider.

1. The off-campus study application deadlines are:

Fall and Spring programs (priority deadline):	March 1
Spring programs (space-available basis):	Oct. 1
Summer Programs:	March 1

[Note: The Oct. 1 deadline serves to enable the maximum number of Wooster students to participate in an off-campus study program while not exceeding the budgeted target for off-campus study participation.]

2. Fall vs. Spring Enrollment: GEO and the Off-Campus Advisory Committee strive to accommodate all qualified applicants. In order to plan for and utilize on-campus resources in an effective manner, however, off-campus study participation between fall and spring semesters may be split 55%/45%. Students will be informed if they have been approved for their preferred term of off-campus study.

3. Financial Aid: The College of Wooster will apply all financial aid for one approved off-campus program (semester or year-long) subject to the following conditions:

- a. The student must enroll 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. GEO applications typically are accepted on a rolling basis. When the number of semester or full-year applications exceeds the budget targeted for off-campus study for any given year, the student may still study off-campus, but institutional financial aid will not be available.
 - c. Summer TREK program participants receive financial aid, but do not impact the projected off-campus study budget. Participants on other summer programs do not receive institutional aid, and therefore their participation in a summer program is not factored into the budgeted target number.
4. **Billing:** The College of Wooster will bill fall and spring semester off-campus study participants for the tuition portion of Wooster's comprehensive fee or the program's actual tuition charge, whichever is higher. The College of Wooster will bill Wooster students for the off-campus study program's actual non-tuition fees (e.g., room, board, health insurance). All financial aid will be applied to endorsed programs or approved petitions. Exception: Students enrolling in Global Student Teaching (GST) will pay all GST fees plus the Wooster Off-Campus Study administrative fee. GST students are not eligible for Wooster financial aid.
 5. The Estimated Cost of Attendance for all endorsed programs appears on the program's information page in GEO's online program database.
 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. Students who cancel their participation for any reason are responsible for all nonrefundable expenses incurred by the program on their behalf and will be required to reimburse funds according to the program's 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 GEO 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)

and reapply to the College for admission. In addition, credits earned off-campus are subject to review by the Office of the Registrar and by Department Chair(s) 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 online by the appropriate deadline. Petitions for special, one-time endorsement of non-endorsed programs must contain compelling academic reasons in order to be granted. Consult the GEO 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. **Health, Safety, and Security:** The College of Wooster reserves the right to revoke approval of a program based on health, 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 Global Engagement Office will work with the student to find an alternative program.

D. GRADES EARNED ON OFF-CAMPUS STUDY

Grades earned on most off-campus study programs are not calculated into a student's Wooster 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 off-campus study programs will not be accepted for transfer to Wooster. Students wishing to count courses in fulfillment of College graduation requirements must obtain syllabi and request the chair's pre-approval of proposed courses. The appropriate chairperson will review the coursework, complete a Transfer Credit form for each course reviewed, and forward the completed form to the Registrar.

E. ADVISING STUDENTS FOR OFF-CAMPUS STUDY

Students wishing to study off-campus are required to obtain a recommendation from one Wooster faculty member. Faculty are asked to evaluate a student's qualifications for off-campus study including academic preparedness, maturity, and motivation. 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/minor might be fulfilled while off campus. Advisers are also encouraged to discuss how a student's proposed program compliments their global engagement within their major and/or throughout their Wooster experience.

If you believe 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 Global Engagement. This is a crucial part of the advising process.

F. WOOSTER-LED/WOOSTER-SPONSORED INTERNATIONAL PROGRAMS

The College currently offers short term, faculty-led programs known as Wooster TREKs (Think, Re/search, Engage, Know). TREK programs are led by Wooster faculty or coordinated by a liaison faculty member in the host country. Program offerings differ from year to year. We encourage faculty who are interested in leading a program or working with an existing program to contact the Director of the Global Engagement Office for further information and to consult the Wooster TREK Faculty Handbook available on the Global Engagement Office website.

Semester Programs

G. OFF-CAMPUS STUDY PROGRAMS ENDORSED BY WOOSTER

The College of Wooster endorses over 125 programs. Endorsed programs may change and the current list, along with program descriptions, can be found through links on the Global Engagement Office website.

Additional Off-Campus Experiences

- Business Economics Internships (coordinated through the Department of Economics)
- 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 (EXPERIENTIAL LEARNING)

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. Many internships in international locations are organized through a third-party provider and carry academic credit to ensure quality and a good fit. International internships are typically unpaid. Students obtaining an international internship in the summer are encouraged to apply for an APEX Fellowship.

For further information on specific programs, consult the Catalogue.

I. NON-ENDORSED PROGRAMS

In exceptional circumstances, and on a one-time basis, non-endorsed programs may be endorsed through a petition application. Petitions are reviewed by the Global Engagement Office and the Global Engagement Office 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 Global Engagement Office website and contact the Director of Global Engagement.

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

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

Proposals for additions or deletions to the list may be made by faculty member(s), departments, or the Global Engagement Office. The Global Engagement Office Advisory Committee reviews proposals and forwards its recommendation to the Educational Policy Committee for approval. As part of the annual report from the Global Engagement Office to the Educational Policy Committee, the Director of Global Engagement Office will indicate programs that he/she and the Advisory Committee believe warrant consideration for approval.

Programs recommended for approval should meet the following criteria, and proposals should address these specific points:

- a. offer educational opportunities that 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 reflected in the program's admission criteria;
- 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 to provide a significant intercultural experience that involves direct engagement with the peoples and cultures 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, also at more advanced levels; and
- 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 Global Engagement Office Advisory Committee will solicit evaluative statements from relevant departments, programs, or members of the faculty and ask the Director of Global Engagement to provide the following information:

- a. a summary of student evaluations of the program by any Wooster student(s) who have previously participated in it;
- b. evaluative comments and materials from other off-campus study professionals; and
- 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 endorsement.