

## **Short-Term Study Abroad Program Help**

### **Program Information**

Short-Term Programs – programs that are abroad less than 8 weeks; these programs primarily occur during Summer Semester, Maymester, Spring Break, Fall Break, Winter Break, etc.; typically, these programs have a more intensive schedule due to limited available time

Semester Programs – programs that are abroad for 8 weeks or longer; these programs are generally scheduled for Spring, Fall, or Summer Semester; typically, these programs have a more conventional schedule with regularly scheduled class meeting times

Internship, Practicum, or Student Teaching Programs – programs abroad that include only Internship, Practicum, or Student Teaching courses; typically, these courses have highly individualized schedules that are dependent on specific program requirements or student needs

Study Abroad Program Name – the program name as it appears on GoAbroad.uga.edu

Study Abroad Course ID – the course prefix and number assigned to a study abroad program (SABD #####); this course ID will be reused each term that the program is reapproved

Study Abroad Course CRN – the CRN assigned to each study abroad course ID; this CRN will be reused each term that the program is reapproved

Program Start and End Dates – the first and last meeting dates during a study abroad trip; meeting dates indicate actual contact between students and the instructor

Travel Start and End Dates – the dates of actual travel to and from the location of a study abroad program

Transient Students – non-UGA students who are participating in a UGA study abroad program

Total Number of Credit Hours Taken – the amount of credit hours students will take in a study abroad program; if students are allowed to take a range of credit hours, please include this range; please differentiate between credits hours taken by undergraduate students and those taken by graduate students

### **Content Course Information**

*Content courses are subject-based courses taught in a study abroad program (e.g. BCMB 3433, Biology for Medicine). Please reference CAPA when providing course title, prefix, number, and credit hours; all course information provided for study abroad programs is required to match the approved course information in CAPA. Click [here](#) to browse courses in CAPA.*

Credit Hours – the Credit Hours provided for the study abroad course should match those approved for that course in CAPA; if the Credit Hours for a course are variable, please provide the specific number of Credit Hours for which students will register as part of the study abroad program; one Credit Hour is awarded for 12.5 hours (750 minutes) of instructional Contact Hours

Schedule Type – the manner in which instruction is delivered to students (e.g. lecture, supervised lab, seminar, internship, service learning, student teaching); the schedule type is included in the Banner listing of each course section

Instructor(s) – include the instructor(s) for each course taught within the study abroad program; if an instructor is from an institution other than UGA, please include both this instructor and the instructor of record for the course

Department of Instructor(s) – include the home department for each instructor teaching a course in the study abroad program; if an instructor is from an institution other than UGA, please list this institution

Course Start and End Dates – the first and last dates of actual instruction for each course

Contact Hours – hours of instruction during which students and instructors interact in order to achieve course objectives and learning goals;

- Contact hours are calculated by adding a course's Pre-Departure Hours, total Lecture Hours, and half of the total Field or Lab Hours
- Students must receive at least 12.5 instructional Contact Hours for each Credit Hour that is earned in a course

Lecture Hours – standard instructional hours during which an instructor directly leads a class period and interacts with students in a formalized session (i.e. traditional classroom sessions or direct instruction outside of the classroom); one Lecture Hour (60 minutes) is equivalent to one Contact Hour

Field/ Lab Hours – instructional hours that, while supervised and initiated by an instructor, feature independent work and self-direction (e.g. instructional tours or excursions, studio work, traditional lab classes, field work); two Field or Lab Hours (120 minutes) are equivalent to one Contact Hour

Pre-Departure Hours - instructional Contact Hours that occur before arriving at the study abroad location; these hours can be counted as Lecture or Field/ Lab, depending on the format of the activity

### **Academic Itinerary Information**

*Academic Itineraries should include instructional activities that count toward the total contact hours for each course. Other activities can be included on the itinerary, but should not be assigned contact hours unless they are directly related to the instruction of the course(s) involved. While program leaders should be as specific and accurate as possible, initial academic itineraries are understood to be tentative and subject to change. For additional information, reference the example itinerary found on the Academic Information page.*

Academic Itineraries must include all of the following information:

- Academic activities
- Dates and times of instruction
- Instructor of record for each session taught
- Lecture and Field/ Lab Hours for each course

- All courses must be taught independently, and the content must reflect the approved course objectives and topical outlines found in [CAPA](#). Multiple courses with different course IDs should not be taught at the same time by the same instructor, with the exception of approved cross-listed courses.

- Calculating Contact Hours:

- Total Lecture Hours – enter the total lecture hours for each course in the appropriate column beside Total Lecture Hours (do this separately for each course)
- Total Field/Lab Hours – enter the total field/lab hours for each course in the appropriate column beside Total Field/Lab Hours (do this separately for each course)
- Total Contact Hours - add Total Lecture Hours and half of the Total Field/ Lab Hours to calculate Total Contact Hours for each course

$$\text{Total Lecture Hours} + (\text{Total Field Hours}/2) = \text{Total Contact Hours}$$

**For questions, please contact the Office of Curriculum Systems at [csabroad@uga.edu](mailto:csabroad@uga.edu) or 706-542-6358.**