



PREAMBLE

Embedded Studies Away refers to certain UGA courses that offer an optional academic supplemental course with a study abroad component. Students who choose this option will gain short-term global experience in addition to the original course. The supplemental course is designed to take place during the week –Friday evening through Saturday – of a regularly scheduled on-campus Maymester or Summer course. Group size must be at least 15 students, and no more than 30, and courses must meet UGA and BOR contact hour policies. Please consult the following sources for more information regarding the contact hour policy:

[Credit Hour Policy](#)

[General Academic Regulations and Information](#)

Departments may develop 1-credit-hour supplemental embedded academic courses that will be offered as an international study abroad component. These courses would have content and activities that supplement the original academic course content. For example, the courses could function like a credit lab associated with the original course.

These supplemental courses would be optional. The student could take the original course as a stand-alone course or opt to take the original course and the supplemental international course. If a student decides not to take the supplemental embedded course option during the term when the original course is taken, the student can request departmental permission to take the supplemental course in a subsequent term if such an offering exists.

When creating an embedded supplemental study abroad course, Departments and Schools/Colleges can approach the process in two ways:

1. Departments and Schools/Colleges can create a 1-credit-hour supplemental course designed to be connected to a specific UGA course, with detailed objectives and learning outcomes explicitly relating the courses to one another.
2. Departments and Schools/Colleges can create 1-credit-hour Special Topics courses with more general descriptions and sets of objectives and learning outcomes, available to supplement various UGA courses. While less specific and not connected to a single course, the created course should complement the approved content of the course(s) with which it is associated. The following is an example of a course that was created following this approach:

INTB 5100 (*Special Topics in International Business*) - Students will have the option of studying for 1 week at the University of Liverpool's London campus using this 1-credit hour component. This course will be embedded within MIST 5770 (*Cybersecurity and Information Systems Governance, Risk, and Compliance*), which will be taught throughout the semester on the UGA campus. Students **must** be enrolled in MIST 5770, or have taken the course previously, in order to participate in the INTB 5100 embedded component in London.

The chosen format will be dependent on the needs and preferences of each Department or School/College. These supplemental embedded courses will be proposed through the CAPA system and approved in the same manner as all other new courses (see below for detailed instructions). When creating these courses, the following should be considered:

- The embedded course should have the course(s) it is meant to supplement as a required pre-requisite or co-requisite.
- The original course would not need an additional pre- or co-requisite.

Students will be expected to pay for the applicable tuition and a program fee for the 1-credit embedded course based on a budget determined by the faculty member and the Office of Global Engagement (OGE) as a part of the existing program planning process. OGE will issue an allocation to support instructional expenses of the program, following the same model as regular study abroad programs. The allocation will be based on credit hours generated and anticipated enrollments. The final amount paid by the students will count as a program fee. Students will be charged tuition as normal.

Faculty will receive a stipend (TBA) along similar lines to the Freshmen Odyssey Program for teaching the 1-credit embedded course, and will have approved expenses paid. The embedded course does not count towards teaching load, as it is considered an optional component of an existing course.

HOW TO PROPOSE AN EMBEDDED COURSE

Embedded study abroad will be piloted in Maymester and Summer 2021. Proposals for embedded study abroad courses can be submitted now so as they will be approved in time for the pilot program.

Proposing an embedded study away course is a process requiring the involvement of the Office of Global Engagement, relevant Department administration/staff, the Office of Curriculum Systems, and the Dean's Office of the appropriate School or College. The Office of Global Engagement has created an online portal in order to streamline the process. To allow sufficient planning time for a new course, it is best to start the process as soon as possible.

Courses can be set up for graduate and undergraduate students, and can potentially be designated as satisfying the Experiential Learning requirement. For the Experiential Learning approval path, see [Experiential Learning: Approval Process](#). (Note that a number of Schools and Colleges already have blanket statements that any UGA-approved study abroad will satisfy this requirement, in which case further approval will not be necessary).

Below is a checklist to assist with program planning and proposal. The various steps in this checklist outline the responsibilities for running an embedded program and serve as official documentation of the program. Additional information for [Embedded Programs](#) is available online in the [StudyAway Portal](#).

ACADEMICS

□ **Course Set-up and Approval**

Faculty should work with their Department and School/College to propose and secure approval for the embedded study away course through the CAPA system. For more information regarding this approval process, please visit the [CAPA](#) site or email Curriculum Abroad at csabroad@uga.edu. Initial discussion at the Department level should include: the rationale for the embedded study abroad component and its benefits to the academic unit and the University; review and approval of the syllabus for this week-long component; and safety and stability of the area in which the proposed embedded course will take place (see *Risk Management*, below).

□ **Complete the Supporting Signatures Form**

The [Supporting Signatures Form](#) needs to be signed by the faculty program director of the embedded program, college-level administration, and OGE. The signed form needs to be uploaded into the Embedded Programs documentation in the StudyAway Portal. This document serves as the official record that the program has been approved.

□ **Complete the Embedded Program Application in the StudyAway Portal**

This [online application](#) offers step-by-step information and guidance on the various aspects of setting up and running an embedded study abroad program.

□ **Complete the Course Information Template and upload into the StudyAway Portal**

The [Course Information template](#) is available in the Portal.

□ **Complete the Program Itinerary Template and upload into the StudyAway Portal**

The [Program Itinerary template](#) is available in the Portal.

□ **Upload the embedded course syllabus into the StudyAway Portal**

RISK MANAGEMENT

□ **Review Health & Safety information for the program location(s)**

Upper-division (3000-5000 level) supplemental embedded courses can take place in any country that is not under a U.S. Department of State Travel Warning and/or a CDC Level 3 or Level 4 Warning. Courses that can be given at the UGA Cortona International Center are particularly encouraged.

For the current lists of Travel Warnings, see:

[Department of State Travel Advisories](#)

[CDC Travel Health Notices](#)

Note that per UGA policy undergraduate students are prohibited from traveling as part of any UGA recommended or facilitated activity to a country that is currently under a U.S. Department of State Travel Warning or CDC Warning Level 3/4. There are no exceptions to this rule.

□ **Schedule a Program Planning Meeting with Director of Global Education**

Faculty should contact Yana Cornish (yanac@uga.edu) to discuss program management, program provider(s) for logistical arrangements, a travel itinerary, facilities, and housing/meals details, and the risk mitigation plan for the embedded course.

If 15-30 students participate in a group, risk management ratios and extra logistical support beyond the instructor of record must be taken into account. The Office of Global Engagement recommends the following options for logistical support, in order of priority:

- (1) Work in tandem with any of UGA's reputable third-party providers, as they almost all have facilities and on-site staff (this also includes university partners) – **NOTE: Faculty should not contact the providers directly, but should always consult with OGE first;**
- (2) Place the course at one of the UGA International Center in Cortona, as Oxford is perpetually full year-round, which have on-site staff;
- (3) Take a graduate assistant, possibly as a professional development activity.

OGE does not recommend taking UGA staff to assist with logistical support.

List of approved UGA/OGE providers:

- American Institute for Foreign Study (AIFS) – www.aifsabroad.com
- Academic Programs International (API) – www.apistudyabroad.com
- CAPA International Education – www.capa.org
- Center for International Studies (CIS) – www.cisabroad.com
- Council on International Education Exchange (CIEE) – www.ciee.org
- Cultural Experiences Abroad (CEA) – www.ceastudyabroad.com
- CRCC – www.crccasia.com
- Global Experiences – www.globalexperiences.com
- Institute for American Universities (IAU) – www.iaufrance.org
- Institute for the International Education of Students Abroad (IES) – www.iesabroad.org
- Institute for Study Abroad Butler University (IFSA) – www.ifsa-butler.org
- Study Abroad Italy (SAI) – www.saiprograms.com
- Student Universe (mostly flights and other travel) – www.studentuniverse.com
- The Education Abroad Network (TEAN) – teanabroad.org
- WorldStrides/ISA – worldstrides.com

List of UGA International University Partners

The best options for logistical support (third-party provider, university partner, UGA international center, graduate assistant) will be explored at the program planning meeting.

IMPORTANT: In the case of faculty who select a third-party provider organization to handle program logistics, it is important to note that when a contract is ready for execution, the Business Manager in the faculty member's home Department will submit the contract to UGA mart for processing. Faculty should under no circumstances sign the contract, per [UGA policy](#).

Any questions about the purchasing process should be directed to the OGE Study Away Business Office (ugasabo@uga.edu).

❑ **Join the FACSA-L and Study Abroad Directors listservs**

The *FACSA-L* listserv, a communication mechanism through which OGE shares information with those involved in education abroad programs, is maintained by Jacob Moore (moore17@uga.edu). The *SADirectors* listserv is maintained by Stacey Casuccio (stacey.casuccio@uga.edu).

❑ **Read the Study Abroad Directors Manual**

Faculty will need to become familiar with this [Manual](#), which contains critical policies and procedures that govern study away at UGA.

❑ **Attend Risk Management Training offered by OGE**

Anyone traveling from UGA in a position of authority (faculty or teaching assistants) will be required to attend a Risk Management training, which is offered twice per semester during fall and spring by OGE.

❑ **Complete Destination Details Questionnaires in the StudyAway Portal**

The questionnaires capture information pertaining to health and safety of program participants. The questionnaires are located on the [Embedded Studies Away program proposal submission](#) page.

LOGISTICS

❑ **Sign Relevant Documentation**

The program director is responsible for facilitating completion of the following two documents by all faculty or staff traveling with the embedded course prior to departure:

- [Program Staff Expectations Agreement](#)
- Travel Authorization Form: Many departments have their own internal process for completing Travel Authorizations. Contact your departmental business manager for your specific Travel Authorization process.

❑ **Create program information and application page in the StudyAway Portal**

Work with OGE staff – Victor Camargo-Fouche (victor.cf@uga.edu) – on setting up the program information page, including the cost of attendance, and online application.

FINANCIAL MATTERS

Budget Template & Meeting with the OGE International Finance Office

Faculty program directors will be expected to complete the [program budget template](#) and upload it into the StudyAway Portal.

After uploading the budget, directors should schedule a meeting with the OGE Study Away Business Office (ugasabo@uga.edu) to refine the financial component of the proposal and gauge the appropriate allocation. The business manager who will be working with faculty on the program finances is also required to attend this meeting.

Budgets for embedded courses will be approved on a rolling basis. Once the budget has been finalized and approved, instructions will be provided by OGE Study Away Business Office for establishing program accounts.

PROGRAM MARKETING

□ Market the Program

For optimal success faculty should actively promote the program to students via classroom presentations, publications, informational sessions and events. Faculty should also review applicant profiles frequently in the StudyAway Portal, select candidates, and follow up with selected candidates to increase applicant retention.

Faculty will be expected to conduct at least one Pre-departure Orientation with students who commit to the program – OGE can help facilitate this process.

APPLICATION DEADLINE

Embedded Program Documentation Submission Deadlines:

- For Maymester and Summer 2021 Programs: February 1, 2021
- For 2022 Programs: October 1, 2021

Student Application Deadlines:

- For Maymester 2021 Programs: March 1, 2021
- For Summer 2021 Programs: April 1, 2021

Embedded Study Away Ad Hoc Committee:

Noel Fallows, Associate Provost, OGE (chair)

Mark Huber, Department of Management Information Systems, Terry College

Devon Johnson, Curriculum Management Specialist, Office of Curriculum Systems

Yana Cornish, Director of Global Education, OGE

Leigh Knapp, Director of Finance and Operations, OGE