

Study Abroad Manual

For College and Department Advisors



*Academic
Year
2018-19*

Table of Contents

Welcome	1
UC Davis Study Abroad	1
Types of Study Abroad Programs.....	1
Internships Abroad	4
Academic Issues for Study Abroad	4
Senior Residence.....	5
Transfer Students.....	6
Global and International Studies (GIS) Minor.....	6
Major Advising Pages.....	7
Financial Aid	7
Advising by the Major/College Departments for Study Abroad.....	8

Welcome

The purpose of this manual is to share best practices and information about study abroad with staff and faculty advisors campus-wide. This online document complements information and brochures that UC Davis Study Abroad sends to advisors throughout the academic year via intercampus mail and/or electronic communications.

In alignment with the Global Education for All vision and strategic mission, UC Davis Study Abroad strives to support the work of department advisors and deans' office personnel so that UC Davis students can achieve their academic goals and gain the vital intercultural preparation and global education the university strives to provide to all UC Davis students.

This online manual is a work-in-progress, and we look forward to hearing your feedback! Let us know if we have omitted any important information or incorrectly stated any policies. Much of the information in this manual is found in various parts of UC Davis Study Abroad's website; however, we have consolidated information that we think you, as an advisor, need to know in order to help your students succeed through their study abroad journeys.

UC Davis Study Abroad

UC Davis Study Abroad (a unit of Global Affairs) is a campus resource and office dedicated to providing students the opportunity to experience their studies in an international context. It offers many different types of Study Abroad opportunities, from two-week faculty-led programs to yearlong immersions to facilitating leave for non-UC programs.

Types of Study Abroad Programs

There are many study abroad options available to UC Davis students. Below are the main types of study abroad programs.

1. **UC Davis Quarter Abroad** programs are built by UC Davis Study Abroad and UC Davis faculty for UC Davis students. They give students the opportunity to study abroad in a program that fits into the quarter system while taking UC classes. In addition, all of these programs include field trips, excursions, and events that better introduce participants to the countries they are visiting. Quarter Abroad programs are offered during fall and spring quarters.

Advisor "Need to Know" features:

- Students take UC Davis courses abroad and receive UC Davis credit (13-24 units).
- Open to UC students.
- Programs fill on first-completed, first-reserved basis.
- Students can complete a year-long language requirement in one quarter.
- Many programs offer internship and/or volunteer opportunities.
- Programs include housing, excursions, and onsite support.
- Financial aid applies, and scholarships are available.
- QA Language and/or Culture programs:
 - Spain and Argentina: Students learn a year's worth of Spanish in one quarter while being immersed in the culture of Madrid or Mendoza.
 - Japan: Students attend Kyoto Seika University and take multi-level accelerated language and culture courses while exploring the cultural riches that Kyoto and the surrounding regions have to offer.
 - Italy: Students learn a year's worth of Italian in one quarter while living and studying in Florence.
- QA Internship programs:

- London: Students participate in an 18-hour-per-week professional internship in the exciting metropolis of London. Internships are available in research, medicine, business, science, public policy, and other areas.
 - Mexico: Students gain hands-on experience during clinical rotation internships at a hospital in Oaxaca, Mexico, and improve their Spanish by living with host families.
 - Sydney, Australia: Students complete a professional internship in the career field of their choice and earn 16 upper division units of UWP courses.
- QA Special Focus programs:
 - Taiwan: Students study pharmaceutical chemistry and gain hands-on lab experience while living in the exciting city of Taipei.
 - UK (Nottingham): Students complete a key UC Davis organic chemistry sequence in one quarter while studying in historic England.
 - UK (London School of Economics): Students study at the London School of Economics and Political Science (LSE), one of the most prestigious institutions in the world.
2. [UC Davis Summer Abroad](#) programs offer students short but intense academic courses that are supplemented by a wealth of cultural activities. Courses are structured in such a way that students gain knowledge not only in the classroom, but also through experiential learning that takes advantage of the program's location. All Summer Abroad programs are built around UC Davis courses and are led by UC Davis faculty. Many provide opportunities for students to visit non-English speaking countries while doing their coursework in English.

Advisor “Need to Know” features:

- 30+ programs taught by UC Davis faculty for UC Davis credit.
 - Students earn 8 units of UC Davis credit in 4 weeks.
 - Open to all students—incoming freshmen to graduating seniors and alumni (and students from other UCs and college campuses).
 - Academic programs include activities that take experiential learning to a whole new level.
 - Financial Aid applies, and scholarships are available.
 - Programs fill on first-completed, first-reserved basis.
 - Programs feature field trips, guest lecturers, and/or other on-site activities.
 - All courses are taught in English.
 - Each program provides intimate learning communities of 18-32 students.
 - Great way for students get to know a faculty member well.
 - Most programs feature a course that carries General Education (GE) credit.
 - Most courses offer upper-division credit. Some offer lower division, GE or graduate course options.
 - Courses from 25+ departments; programs in 25+ countries.
 - Summer Abroad programs can help students graduate in four years or less—by choosing options that feature courses toward their major, minor or GE requirements.
 - Programs include housing, excursions, and onsite support.
3. [UC Davis Summer Abroad Internships](#) provide students with the opportunity to gain hands-on experience in diverse fields at locations around the globe. Conveniently offered during the summer, the internships are a great opportunity to get a leg-up in the job market and to enhance applications to professional schools. UC Davis faculty work with students online during the programs to help them get the most out of their experience. Students earn UC Davis credit and are supported 24/7 on site by trusted program providers. Program lengths vary from 4 to 8 weeks.

Advisor “Need to Know” features:

- Six Internship Tracks: Agriculture and Veterinary Sciences, Business and Communication, Education, Engineering and Computer Science, Global Health, Psychology.

- 4-5 week summer global health internships in India, the Philippines, Bolivia, South Africa, Ghana, and the USA. USA Global Health programs are Holistic healing in Hawaii and Immigrant and Refugee Health in the Bay Area and Central Valley.
 - 6-week Ag Science and Sustainability internship in Costa Rica. Students complete two-week rotations in tropical and sustainable agriculture at EARTH University.
 - 6-week Agriculture and Veterinary Science program in Australia (Sydney and Brisbane areas). Options include working with wildlife rescue centers, vet centers, zoo-keeping, equine vet, agribusiness (imports), and more.
 - 7-8-week intensive Business and Communication internships in Hong Kong, New Zealand, Japan, and the Czech Republic. Personalized internship placements are made with local businesses based on the students' individual academic and professional goals.
 - 6-8-week Engineering and Computer Science programs in either Sydney, Australia, or Barcelona, Spain, provide personalized internship placements in a variety of engineering and computer science tracks. Our program provider helps place students based on their interests. The program in Spain includes intensive Spanish language classes in addition to the internship and online reflection course.
 - 5-week education internships are available in Hawaii and Thailand, where students actively participate in teaching, mentoring, homework assistance, lesson prep and, in some cases, after-school activities. Students receive six education units for these programs.
 - 6-week Psychology internships are available in Ireland and New Zealand. Personalized internship placements in the fields of psychology and social work are available in New Zealand. In Ireland, placements focus on service-learning with community organizations that assist with family and youth development. Students receive Psychology units on these programs.
 - UC Davis Faculty online academic support includes an online reflection course.
 - Trusted providers deliver 24/7 onsite support.
 - Cultural activities and excursions are built into all internship programs.
 - Financial Aid applies, and scholarships are available.
 - Students earn UC Davis credit (6-8 units).
4. [UC Davis Seminars Abroad](#) are focused learning opportunities typically offered in September, June, or during winter break. UC Davis faculty lead students through UC Davis courses enhanced by field trips, onsite projects and group activities. Programs may be a stand-alone course or an onsite component for a course taught during the regular term on campus. Programs run from 10 days to 3 weeks, and students receive 2-6 UC Davis units.

Advisor “Need to Know” features:

- Students study abroad during academic breaks. There is no time away from campus during the academic quarters, so they can maintain their normal academic schedules, employment, or other responsibilities during the school year.
- Financial aid applies, and scholarships are available.
- All courses are taught in English.
- Seminars Abroad are only open to UC Davis students.

5. [UC Education Abroad Program](#) (UCEAP) is the system-wide program of the University of California. Our UC-approved programs offer UC credit and financial aid. Through immersive language study, educational trips, internships, and research, we invite students to explore new cultures, gain valuable professional training, and become globally conscious and involved.

Advisor “Need to Know” features:

- UCEAP offers programs of varying length: summer, quarter, semester, year.
- Lots of options: programs offered in 44 different countries; more than 416 programs total.
- Programs that focus on immersion; language and culture; special focus; internships; or lab research.
- Students get UC credit for all classes taken abroad.
- Earn 21-26 quarter units per semester (6-16 for summer programs, which last 6-10 weeks).

- Students take classes with professors and students from host universities abroad.
 - Sophomores through grad students may participate.
 - Beginning to advanced language classes offered to build grammar and vocabulary.
 - Language and culture programs focus on language acquisition, an especially valuable option for beginning and intermediate language learners.
 - Full immersion into regular university courses taught in the language of the host country. Some programs allow students to begin with a required intensive language program (ILP) to help them prepare before regular classes begin.
 - Most summer programs are longer than UC Davis Summer Abroad and focus on language study, laboratory research, and international summer schools.
6. [USA Study Programs](#) are just like our other programs, except that the location is the United States. The focus is on intercultural topics in an American setting, bringing home the point that intercultural skills are as relevant in the U.S. as they are overseas. Programs may be of special interest to American students who wish to explore intercultural topics closer to home, and to international students who want to explore the U.S. while receiving credits that satisfy major, minor, and/or GE requirements, and without the need to get a passport or visa. Programs in Hawaii include education internships and holistic healing; a program in California centered on immigrant and refugee health begins with two weeks in the Bay Area followed by two weeks in the Central Valley.
7. [Independent Study Abroad](#) is for students who find a suitable program outside the UC portfolio of study abroad opportunities. Students enroll in a study abroad program offered by another American or foreign university or third-party provider that best fits their academic and/or personal goals. Through the "Independent Study Abroad Leave" a student can receive transfer credit for classes taken abroad and also receive financial aid for their program.

Advisor “Need to Know” features:

- All students planning to study abroad on a non-UC program in their fourth/senior year are told to see their college Dean’s Office to discuss **senior residence** to find out if they are in compliance or violation with residence depending on their own particular situation.

Internships Abroad

- **UC Davis Quarter Abroad:** Many programs offer an internship component for students wishing to gain hands-on experiences abroad. Students receive UC Davis credit and are supervised by UC Davis faculty members in these unique programs that combine study and internships. Part-time, intensive internships are offered in London, Sydney, and Oaxaca.
- **UC Davis Summer Abroad:** Summer Abroad internships exist in the areas of Agriculture and Veterinary Sciences, Business and Communication, Education, Engineering and Computer Science, Global Health, and Psychology.
- **UCEAP:** Opportunities for independent research projects and internships are available at many UCEAP locations. Students either apply to a program that has an internship opportunity built in or indicate interest in an internship at the time of application.
- **Non-UC providers:** Students often find work, volunteer, or internships in the summer or tacked onto an independent study abroad experience. Some are organized through third-party providers, so students work directly with the company or host. Students must work either with the provider or with a professor at UC Davis and a UC Davis department (who will oversee the internship project) to determine if/how credits will be earned. Students are encouraged to get advising at the Internship and Career Center.

Academic Issues for Study Abroad

Types of academic credit:

1. Students on Summer Abroad or Quarter Abroad programs will earn **UC Davis credits**. Their courses satisfy major, minor, or GE requirements in the same way they would if taught on campus (as listed in the UC Davis Catalog).
2. UCEAP courses are offered as **UC credit** (not “transfer credit”). Courses taken in the past by all UC students are cataloged in UCEAP’s [“Course Catalog.”](#) Students will typically see their UC units from a UCEAP program posted to their transcripts within 90 days after program completion.
3. Students studying abroad on an independent program (also known as a non-UC program, such as a third-party provider or a foreign host university) earn “**transfer**” credit. See the Independent Study Abroad Leave section for more details on how a student works with UC Davis Study Abroad to earn transfer credits from non-UC providers.

UC Davis Study Abroad advises students to work with major and/or college advisors as follows, especially when participating on a UCEAP or independent program:

1. Students are encouraged to keep in contact with their advisors:
 - Before going abroad, to discuss their course choices and how those might satisfy specific requirements.
 - While abroad as needed, particularly if students register for courses not previously discussed their advisors or they find the course content has differed greatly from what was expected.
 - Upon return to formalize the credits. Most departments cannot guarantee major/minor credit until coursework is reviewed.
2. Students participating in independent and UCEAP programs should provide (in English) syllabi and course information when petitioning for major credit (ideally before they go abroad if they need advising and pre-approval of their course choices).

GE credit and study abroad:

1. For **UCEAP** programs, students must petition for GE credit upon return from their program through the UC Davis Study Abroad office. They do so by following the procedure described [online](#).
2. For **Summer Abroad** or **Quarter Abroad**, students earn GE credit as listed in the UC Davis Catalog.
3. For **independent** programs (offered by non-UC providers or institutions), students will petition their college Dean’s Office for GE credit.

Senior Residence

Please contact UC Davis Study Abroad if any of the following information/advice is not in line with your unit’s interpretation of the University of California policy on senior residence.

The following information has been directly taken from the 2018-2019 UC Davis [Office of the University Registrar’s](#) Bachelor’s Degree Requirements:

“The minimum residence requirement for a bachelor’s degree at the University of California is one academic year (three quarters). Thirty-five of the final 45 quarter units completed by each candidate must be earned while in residence on the UC Davis campus ([UCSR 630.A](#)). Each summer session in which a student completes a course of at least 2 quarter units may be counted as half a quarter’s residence.

Regularly approved courses (laboratory, field, or other individual work) done outside of a regular session but under the direction of a department of instruction may be accepted upon the recommendation of the department in partial fulfillment of the residence requirement for the bachelor’s degree. Registration is with the consent of the instructor only.

UC Davis Extension courses are not accepted as part of the university residence requirement.

There are additional residence requirements for students enrolled in the [Colleges of Letters and Science](#). If you are planning to study abroad during your senior year, you should consult your college dean's office or the [Biology Academic Success Center](#)."

Taken from the University of California Academic Senate's "[Regulations of the Academic Senate](#): Part III, Colleges, Schools, and Graduate Divisions, General Provisions":

"630. D. Except when Divisional Regulations provide otherwise, a student in the Education Abroad Program, the UC Washington, D.C., Program, the UC Center in Sacramento Program, or the NRS California Ecology and Conservation Course, which are systemwide courses, may meet the residence requirement in accordance with the following provisions:

1. A student who completes the graduation requirements while in a systemwide course may satisfy the requirements stated in paragraph (A) in the final 45 (or 30 semester) units preceding the student's entrance into a systemwide course.
2. Subject to the prior approval of the department concerned, a student who is enrolled in a systemwide course may satisfy the residence requirement by earning 35 (or 24 semester) of the final 90 (or 60 semester) units, including the final 12 (or 8 semester) units, in residence in the college or school of the University of California in which the degree is taken."

Students should consult with their college Dean's Office early during the EAP planning process for information on the university residence requirement.

UC Davis **Quarter Abroad** and UC Davis **Summer Abroad**: Participation in these programs does not affect senior residence.

Independent Study Abroad: All students must meet the Senior Residence requirements for their college. In many cases, the Senior Residence requirement prohibits study abroad on independent study abroad programs during the last two-three quarters at UC Davis; however, students must meet with their college's Dean's Office to determine their policy.

Transfer Students

- **UC Davis Summer Abroad**: Summer Abroad is open to all students who meet the eligibility requirements. Transfer students interested in participating in Summer Abroad during the summer prior to attending classes on the UC Davis campus should notify Summer Abroad and provide them with a letter of admission as soon as possible in order to receive the UC rate of tuition.
- **UC Davis Quarter Abroad and UC Davis Seminars Abroad**: In order to participate in Quarter Abroad programs, students must be registered as UC Davis students from the date of application through the program end date. There may also be program-specific prerequisites that the students will need to complete before going abroad.
- **UCEAP**: Transfer students must be particularly cognizant of campus UCEAP application deadlines, especially if they intend on spending their first term at UC Davis abroad.
- **Independent study abroad**: Generally, though not always, a transfer student will have difficulty studying abroad on a non-UC/third-party provider program. They will have already earned the *maximum number of transfer units* and, therefore, are ineligible for the Independent Study Abroad leave. Also, due to *senior residence* compliance, transfer students need to be aware of and meet with their college Dean's Office if they want to study abroad in their final 35 of 45 units.

Global and International Studies (GIS) Minor

The interdisciplinary [GIS minor](#) will enable students to learn about global and international issues at UC Davis as well as abroad. The minor is designed to award credit for upper division courses taken on a study abroad program (although

study abroad is not required). Adding the GIS Minor can help students get recognition for coursework taken abroad that is not related to their major.

Advising process for the GIS Minor:

- Student makes an appointment with a GIS adviser at UC Davis Study Abroad.
- During the advising appointment, students will go through the Advising Sheet, Cluster Diagram, and petition requirements.
- Student meets with Major Advisor and complete the “Declare a Minor Petition Form” appropriate for their college. Student must fill in a petition for each of their majors and meet with all major and minor advisors for signatures.

Major Advising Pages

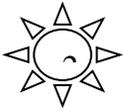
The [Major Advising Pages \(MAPs\)](#) are webpages dedicated to providing information and major-specific resources for study abroad in more than 90 majors at UC Davis. If you find any errors or omissions, please let us know! Help UC Davis Study Abroad improve these webpages if you know of any outstanding programs that students talk about upon their return.

Please add study abroad information to your department’s website! If you need help writing the copy, please contact Global Affairs assistant director of communications (Blake N. Cooper: bncooper@ucdavis.edu) or any program coordinator. Students often look at your department’s website for advice about study abroad before they come to the UC Davis Study Abroad office, so please share some information specific to your department on your website, as that will facilitate their experience.

Financial Aid

Students can receive financial aid for all types of study abroad. The type and amounts of grants and loans vary for UCEAP, Summer Abroad, Quarter Abroad, and independent study abroad programs (if students complete the process and are approved for *Independent Study Abroad Leave*). Students are advised about financial aid for their study abroad program by the [Financial Aid Office’s webpage](#) or in person at the Financial Aid office in Dutton Hall. UC Davis Study Abroad also has a part-time financial aid advisor who is available for drop-ins and appointments as necessary. Additionally, students can research financial aid on the UC Davis Study Abroad’s web page dedicated to [Finances and Scholarships](#).

Advising by the Major/College Departments for Study Abroad

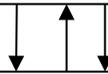


Student may come to the UC Davis Study Abroad and talk with a **Peer Advisor** anytime Monday – Friday 9:00 am – 4:00 pm.



For program-specific questions, students can make an appointment with a UC Davis Study Abroad staff **advisor for that program or country**.

- ❑ Student **researches** program/course information **online** and then seeks out advising with their department's major advisor (see next box). If student isn't aware of programs in their major, department Major Advisors are welcome to direct students to the "**MAPs**" (**Major Advising Pages**) on the Study Abroad website.
- ❑ Student **applies/enrolls** for program online, uploading all required documents. Student contacts the Study Abroad office for program-related questions during the enrollment process.
- ❑ As needed: **Major Advisor signs** appropriate academic planning forms (for example, UCEAP's "APF").



In the Major/Minor Department Office:

- ❑ Student creates a four-year graduation plan.
- ❑ Student works with the Major Advisor to determine how/if the courses abroad will count for their major or minor. Course descriptions are usually available on the study abroad program's website or host institution's catalog/schedule of courses. Sometimes this may be a past course and will be subject to re-review upon return.
- ❑ *For UCEAP and independent programs:* Student should understand the department's process when/if petitioning for major or minor credit (before and/or after study abroad) and what forms or processes are required by the individual department and/or college. Additionally, coursework abroad may satisfy GE requirements or general units. Students are advised to meet with the College Dean's office for GE advising and/or graduation units.



- ❑ Student goes abroad and maintains contact with major advisor as needed.
- ❑ *For UCEAP and independent programs:* Student should be advised to keep all documents from courses taken abroad (syllabus, readings, writing assignments).



- ❑ Student returns to UC Davis and continues to maintain contact with the major advisor as needed.
- ❑ *For UCEAP and independent programs:* Student petitions for credit in major and/or minor per the department's procedures.



At UC Davis Study Abroad:

- ❑ For GEs: (1) **UCEAP returning** students petition for GE credit at the UC Davis Study Abroad office before finishing the process at their college's Dean's Office. The EAC maintains a [database](#) updated with course equivalency information for UCEAP courses. (2) **Summer Abroad** and **Quarter Abroad** courses are already categorized as GEs in the General Catalog. (3) **Independent** study abroad students should see their *College Dean's office* to petition third-party (non-UC) transfer coursework to satisfy GEs.
- ❑ **Global and International Studies (GIS) Minor** students receive advising and petition signature from the GIS advisor (a Study Abroad staff member). Please encourage your students to look into this minor if they need a minor!