

APPENDIX U - GUIDELINES FOR INTENSIVE AND EMBEDDED  
STUDY ABROAD COURSES

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### **GUIDELINES FOR INTENSIVE STUDY ABROAD COURSES**

*Intensive study abroad courses are similar to on-campus intensive courses; however, the bulk of the contact hours are offered during a short (one to three weeks) trip to a site (or sites) outside the U.S.*

Please note that these guidelines indicate the normal procedure and were developed based on several years of experience in offering intensive study abroad courses at the graduate or undergraduate level. Faculty members are invited to discuss their particular needs and interests with the Director of Education Abroad.

Typically, intensive study abroad courses take place in the summer, although some have been held during winter break. The length of the intensive, usually from one to three weeks, varies according to how the professor designs the course. The class meets on-campus a limited number of times before and after travel to the host country, allowing for pre-departure preparation and for post-travel follow-up.

Intensive courses may be at the graduate level (usually numbered ID790) or at the undergraduate level (frequently as an International Studies or a departmental "Special Topics" course). If the course is already one offered by the department, no further action is needed for course approval. If it is a new undergraduate course, the department must see that it goes through the normal Curriculum Committee process in time. Graduate courses must be acceptable to the Graduate Planning Committee and, if necessary, pass through the Graduate Council.

Final approval for offering the course is based on the Graduate Dean's or Undergraduate Dean's deliberations with the academic department and the Education Abroad Officer. The Director then recommends the number and variety of courses offered as study abroad intensives in a given time period. Faculty members are paid according to normal College policy for intensive courses, and the travel and host country expenses of the faculty member are included in the costing process.

Faculty are responsible for virtually all aspects of the course; they arrange the academic and cultural program in the host country, they work with the staff of the Education Abroad Office to develop the budget and flight plans; they select the students and lead the class during the host country visit, and they assume the normal Bentley teaching responsibilities. Costs for study abroad intensive courses are set in conjunction with the Education Abroad Office, according to a specific formula of fixed and variable expenses. The Education Abroad Office assists with marketing the course, with student payment processes, flight plans, a cross-cultural orientation program and with certain other details.

Faculty considering this program should recognize that a study abroad intensive course requires a great deal of work, and the period in the host country is very

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demanding. Faculty responsibilities, although not *in loco parentis*, are far more comprehensive than for intensive courses taught at Bentley. Intensive study abroad courses are also very rewarding; students and faculty have benefited greatly from them.

Detailed guidelines, with specific responsibilities and a timeline, are available from the International Center. Interested faculty should request these guidelines before considering offering an intensive course in a host country outside the U.S.

Courses may require permission of the "instructor" for enrollment. This allows the instructor to select students who are best prepared to benefit from the course. Courses must have a minimum of 12 students; the maximum depends on the instructor planning the course and facilities in the host country. Exceptions to this may be made by the Director of Education Abroad.

The course may be listed in the College course listing for summer (or winter break), however; students must apply and be accepted well in advance of normal registration times. They are billed by the College in the normal fashion. Payment deadlines are set in conjunction with the Student Accounts Office.

Some faculty leading intensive courses have prepared contracts for students to sign. Students are required to sign an enrollment contract and waiver of liability before traveling. These are issued with the application and are maintained by the Education Abroad Office.

These guidelines were prepared with the assistance of Bentley faculty who have led intensive programs, detailed guidelines, with specific responsibilities and a timeline, are available from the Education Abroad Office.

Questions may be addressed to the Director of Education Abroad.

### **GUIDELINES FOR EMBEDDED STUDY ABROAD COURSES**

*Embedded and 1.5 credit study abroad courses are offered during the spring semester with the majority of the contact hours taking place during a spring break trip to a site (or sites) outside the U.S.*

Please note that the following guidelines indicate the normal procedure, based on several years of offering embedded study abroad courses. Faculty members are invited to discuss with the Director of Education Abroad their particular needs and interests.

Embedded courses are taught as part of the faculty member's normal teaching load 1.5 are an addition to normal load and faculty will be paid 50% of experienced adjunct rate. The Education Abroad Office also includes a modest stipend of \$1000 to the faculty member for the additional work entailed in these special courses.

Planning for such a course and approvals for offering it are, basically, similar to those for the intensive courses (see above). Likewise, embedded classes usually meet several times before the travel portion of the course and several times after

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the return, normally during the weekly time-block assigned. 1.5 Spring Break courses take place abroad, during Spring Break but may have one two meetings before travel.

Embedded and 1.5 Spring Break courses are listed in the College course registration booklet, and students register as for other spring semester courses; however, "drop-add" does not apply to embedded or 1.5 Spring Break courses. Once a student has registered and once the course has met the minimum number of registered students (determined on a course-to-course basis), students may not withdraw.

Detailed guidelines, with specific responsibilities and a timeline, are available from the Education Abroad Office. Interested faculty should request these guidelines before considering an embedded or 1.5 Spring Break study abroad course.

Questions may be addressed to the Director of Study Abroad Programs.