

# THE BUCKMAN CENTER FOR INTERNATIONAL EDUCATION



# FACULTY ADVISER HANDBOOK

*Updated August 2012*

# **THE BUCKMAN CENTER FOR INTERNATIONAL EDUCATION**

The overarching objective of the Buckman Center is to promote quality education abroad opportunities of various lengths and types which intentionally link the education abroad experience to specific coursework. Our collaborative work with faculty advisers helps us achieve this objective.



# ROLE OF THE ACADEMIC ADVISER

Academic advisers are invaluable in Rhodes' efforts to inform students of study abroad opportunities. The Buckman Center encourages advisers to explore the possibility of study abroad with all advisees, and to put interested students in contact with the Buckman Center.

Advisers are in the best position to encourage their advisees to begin the process of study abroad as early as possible in their college careers, enabling them to have sufficient time to find the program that best fits their academic interests. Planning ahead in this way will help them chart their course for a successful academic plan at Rhodes. The more conversant the Adviser is on the variety and scope of program offerings, the better able the student is to make informed choices about their options for study abroad.

Once students have selected a program, they should work with their faculty adviser to choose courses which will enable them to make normal progress toward completion of major and degree requirements in a timely fashion.

Supporting students with the best advice available on academic policies related to study abroad is our priority. Rhodes faculty can rely on the Buckman Center for up-to-date information, clarification, and guidance as they communicate with their students.

# PROGRAM OPTIONS

## **Semester and Year-long Programs**

### **ISEP Exchange and Direct**

Rhodes is a member of the International Student Exchange Program.

### **Exchange Programs**

Rhodes has bi-lateral exchange agreements with institutions in Belgium, Spain, France, Peru, Turkey, Scotland, Germany, Mexico, and South Africa.

### **European Studies**

Embark on a study tour of the Continent – a joint program between Rhodes and Sewanee.

### **Non-Rhodes Programs**

There are numerous programs offered by other institutions or agencies for the semester or academic year.

## **Summer Programs**

### **Rhodes Programs**

In summer 2012, Rhodes operated 6 summer programs abroad:

- Business in the EU and Religion in the Low Countries (Belgium)
- British Studies at Oxford (England)
- Environmental Field Study (Namibia)
- Intensive Spanish (Ecuador)
- International Experience in Healthcare (Nicaragua)
- Holocaust Travel Seminar (Multiple destinations)

### **Non-Rhodes Programs**

Other institutes and agencies offer summer programs as well.

# HOW TO SELECT A PROGRAM

Rhodes offers its students a list of quality programs which have been reviewed by Rhodes faculty and staff for academic rigor and good student service. This list is available on the Study Abroad section of the Buckman Center website ([www.rhodes.edu/14091.asp](http://www.rhodes.edu/14091.asp)).

In addition to consulting with their academic advisers, we ask students to set an appointment with a Study Abroad Advisor in the Buckman Center (Burrow Hall, Lower Level) early in the program selection process. Staff help students consider which programs are the best fits for individual preferences and which support and extend their Rhodes academic program, particularly their major or combination of major, minor and degree requirements.

## **Staff members can assist students to:**

- find a program that fits with multiple majors and/or minors
- look for programs in a particular interdisciplinary or sub-disciplinary specialty not included on the approved programs list
- compare the merits of certain programs, or
- answer questions or concern about the process

## **Questions to consider when weighing program options are:**

- Which program or university offers the best courses in your specific major or combination of majors?
- Are your educational goals best achieved in a major metropolis, a medium-sized town, or a tropical rainforest?
- How large is the enrollment on the program or at the university and how many students are American?
- Which program model is a better fit for your learning style and course needs: classroom study, integrated study, field study, or internship?
- Would you like a chance to do an independent study project?
- Does the program include a home stay? If not, how will it connect you with members of the host society?
- Do you need or want to improve language skills?
- Do you want to study in the “developed” or the “developing” world?

# APPLICATION PROCESS

## 1. Determine Eligibility:

Students should review admission criteria for their proposed program.

### Eligibility for Rhodes Summer Programs

Applications are reviewed on the basis of the student's complete academic record, timely submission of required documents, and maturity. Some Rhodes programs have additional language requirements or other prerequisites. Students must have a minimum cumulative GPA of 2.00 unless otherwise specified and must be in good social standing. All admissions are conditional based on continued good academic and social standing.

Applications for Rhodes summer programs are considered on a rolling basis; admission decisions are usually made within two weeks of a submitted, completed application. Some programs fill quickly, prior to the February 15 deadline. Therefore, it is important to apply as early as possible.

Students not meeting the specified criteria may request a review of their application. Applicants who have been denied based on one or more of these factors may request a review of the decision by submitting a letter of appeal to the Director of International Programs within 5 business days of the decision. Applicants who have been denied based on an insufficient grade point average MUST also submit a letter of support for participation on the program by the Rhodes faculty member leading the program.

### Non-Rhodes Programs

Non-Rhodes programs set their own admission requirements, which may differ from those of Rhodes College.

## 2. Select Program:

Students should consider the following when selecting a program that meets their academic, financial, and social needs:

- Course of study offered
- Eligibility
- Language skills necessary
- Term of study abroad
- Financial considerations, including scholarship opportunities
- Internship or service-learning opportunities available, if appropriate

- Student support structure
- Housing needs
- Disability services
- Location
- and other aspects of selecting a college overseas

### **3. Submit the Complete Off-Campus Study Application by the Deadline:**

#### **Summer Programs**

- Scholarship Applications are due on December 1. (Late applications will not be considered.)
- Non-Scholarship Applications are due on February 15. Complete applications are reviewed on a rolling basis, and some programs will fill prior to the February 15 deadline. Students are encouraged to submit their complete application well ahead of this deadline.

#### **Academic Year and Fall Programs**

- Exchange Program Applications are due on January 15
- Scholarship Applications are due on February 1
- Non Scholarship Applications are due on February 15

#### **Spring Semester Programs**

- Exchange Program Applications are due on August 15
- Scholarship Applications are due on October 1 (Late applications will not be considered.)
- Non Scholarship Applications are due on October 15

### **4. Apply for Admission to the Selected Program:**

- Submitted to that provider
- Deadlines vary by program

In many cases, incomplete or late applications may not be considered. Students must comply with the stated deadlines for both the Buckman Center as well as the chosen program provider.

# ACADEMIC POLICIES

## **Academic Credit**

Students must consult with their academic adviser(s) to ensure that their proposed courses will enable them to make normal progress toward completion of major and degree requirements in a timely fashion.

Seniors wishing to study off-campus must request a waiver of the Senior Year Residency Policy using the Petition for Variance form from Academic Regulations. The Petition for Variance form can be obtained from Rhodes Express or at: [www.rhodes.edu/rhodesexpress/14536.asp](http://www.rhodes.edu/rhodesexpress/14536.asp)

Credit earned through Rhodes programs (all summer programs operated by Rhodes, as well as European Studies) is Rhodes credit. Credit earned through non-Rhodes programs or exchange programs is transfer credit. Courses for transfer credit must be passed with a minimum grade of "C-" to be eligible for transfer credit. Students should confirm the details of their course credit with a member of the Buckman Center staff. Normally, a student cannot earn more credit while on a full-year study program than could have been earned in a regular academic year at Rhodes.

Rhodes students who study abroad in a long-term program that has been recognized by the Buckman Center for International Education will normally satisfy the F11 requirement, unless the program has been noted by the Center's Director as particularly unsuitable for this purpose. In addition, students may, through appropriate course work, satisfy up to two additional Foundation requirements while abroad on a semester program (or up to three additional Foundation requirements for a year-long-program). To be accepted for Foundations credit, the course must be judged comparable in terms of content and quality to a course receiving Foundations credit in the curriculum at Rhodes or it must be judged consistent with the goals of the relevant Foundation credit requested for the course abroad.

## **Number of Credits to be Earned**

No strict correlation exists between contact hours in courses taken off-campus and credits awarded by Rhodes. The College does not award more credit for a program than that awarded by the host institution, as determined by the host's official transcript. If the host program's transcript does not translate easily to "American" credit (e.g. credits, quarter hours, semester hours, units) or provide a conversion scale, or if the host institution's academic calendar differs significantly from the Rhodes semester calendar, the following statement can act as a general principle: A

student pursuing a fully approved, full-time program of coursework on study abroad for a period roughly equivalent to Rhodes' fall or spring semester will usually receive 16 transfer credits from Rhodes upon the successful completion of all coursework. Successful completion is defined as earning a grade equivalent to "C-" or better in each course.

### **Program Approval**

Students seeking to study off-campus for transfer credit must submit an Off-Campus Study Application to the Buckman Center by the specified deadline for the period in which they plan to be absent from campus. They must enroll in programs which have been recognized by the Director of International Programs and pursue a fulltime course of study as defined by both the host institution and Rhodes. Program recognition is based upon precedent; past experience; faculty, departmental and administrative knowledge and recommendation of a program; and/or site visits, whenever possible, to the program by a Rhodes faculty member or administrator. Students and faculty are referred to the Study Abroad area of the Buckman Center for International Education website for the List of Recognized Programs and Providers.

### **Course Approvals**

Students who earn transfer credit while enrolled in a non-Rhodes program off-campus may have that credit applied to their major and/or minor requirements or may be given elective credit. If major and/or minor requirements are to be met with courses taken off-campus, students must receive approval of that coursework from the appropriate department or program chairs in consultation with the faculty advisers. Such approval is granted only through the signature of that department or program chair on the student's Off-Campus Study Application. Elective credit will be approved by the appropriate academic officer acting on behalf of the Faculty Education Program Committee. In most cases, this approval will come from the Director of International Programs, the Registrar, or the chair of the department or program at Rhodes in which the coursework will be pursued.

While credit should be approved prior to enrollment in the courses, in some cases it may be necessary to postpone approval until course descriptions, syllabi, papers, and tests are examined. To be accepted for credit, each course must be judged comparable in terms of content and quality to a course in the curriculum at Rhodes or it must be judged to be consistent with the liberal arts and science curriculum and of a quality comparable to that expected of courses at Rhodes. Students must maintain a full-time load of academic coursework comparable to that at Rhodes in level, nature, and field, applicable to a Rhodes degree program. Course approvals must be secured prior to taking the course(s) so that the student is clear on the

transferability of all courses and credits.

Should a student's course selection change for any reason after submission of their application, substituted courses are not transferable unless approved by an appropriate department or program chair, academic adviser, or Academic Officer. Such approval must be sought immediately (e.g. by e-mail or fax); copies of any such correspondence should also be directed to the Director of International Programs. Credit will not be transferred for any course for which a student has not obtained pre-approval unless retroactive approval is granted by the appropriate department, program chair, or Academic Officer after the student's return. Such retroactive approval is not guaranteed and must be obtained before the conclusion of the first semester completed by the student upon their return to Rhodes.

### **Registration for Semester of Return**

Registration for the semester of return is completed via the web during the usual registration period on campus. Notification and instructions are sent to students electronically by their academic advisers.

### **Financial Aid for Semester- or Year-long Programs**

Need-based financial aid as granted by Rhodes applies to the Rhodes European Studies program, ISEP semester or year-long exchanges, and all Rhodes bilateral exchange programs. Students in the European Studies program pay the program fees to Rhodes and receive need-based financial aid as granted by Rhodes. Aid is limited to the amount that would be granted in support of a semester's study at Rhodes. Students participating in a Rhodes bilateral exchange or an ISEP semester or year-long exchange pay tuition (and in some cases room and board) to Rhodes, receiving financial aid as if they were at Rhodes. The payments to Rhodes meet the expenses of the exchange student from abroad while at Rhodes; the Rhodes students receive tuition or tuition, room, and board abroad.

Students enrolled in semester or year-long non-Rhodes programs may obtain non-campus-based Title IV funds for which the student may qualify. However, no Rhodes funds or campus-based Title IV assistance will be available. In order to continue any existing federal financial aid (e.g. Stafford Loan, Pell Grants, Parent Loans, etc.) when participating in a non-Rhodes program, students must complete the Consortium Agreement for Financial Aid form.

### **Financial Aid for Summer Programs**

Rhodes College financial aid is not available for these programs; however, there are some scholarships for which students may apply.

## **Scholarships**

Rhodes College has established several scholarship funds with which to support its students on study abroad programs. There are both need-based and merit-based awards available. Award decisions are based upon a combination of financial need, academic merit, and program choice. Applicants may apply for multiple Rhodes scholarships; however, only one Rhodes Study Abroad scholarship will be awarded per student recipient. Additionally, Rhodes students are encouraged to research scholarship opportunities administered by other organizations. For more information, please see [www.studyabroadfunding.org](http://www.studyabroadfunding.org).

