

Georgia State University
College of Education and Human Development

Policy: Study Abroad

Course Approval

All Study Abroad courses are subject to College approval, and the CEHD Director of International Programs provides ongoing guidance concerning Study Abroad programs. The Study Abroad courses offered by each Department are determined by the Department Chair and must meet departmental enrollment requirements. A course may have a Study Abroad section and a parallel on-campus section with the combined enrollment serving to meet overall enrollment expectations.

A minimum of 10 students is required for a Study Abroad course; Study Abroad courses with fewer than 10 students registered will be cancelled. Faculty may petition the Dean for an exception. A cross-listed course is counted as a single course for the purposes of this requirement.

Pursuant to the Office of Study Abroad Programs requirements, "A site visit to prospective program locations is required for all new programs or existing programs to new destinations. Exceptions must be approved by the Director of Study Abroad Programs."

When submitting a course for approval, Faculty should outline the contact hours planned for the program. Faculty should explain the type of activity and number of hours; the preferred method is to outline a day-by-day or week-by-week itinerary for the program.

- a. The instructional requirement of a 3-credit hour faculty-led Study Abroad course, not embedded in a campus-based course, to count toward load, includes a minimum of 37.5 contact hours (12.5x3) across a minimum of two (2) weeks abroad.
- b. Contact hours include instruction from the GSU program director or guest speakers. Each program has a unique design; therefore, this instruction is not limited to time spent in a traditional classroom setting.
- c. Transportation time does not count toward contact hours.
- d. To make the course both meaningful and rigorous, students are expected to spend time beyond the course contact hours reading pertinent articles and/or textbooks and preparing assignments for the class that demonstrate course outcomes have been achieved.

Faculty Load and Compensation

A Maymester faculty-led Study Abroad course (3 credit hours) constitutes 1 faculty course. Summer, Fall or Spring faculty-led Study Abroad courses constitute 3 to 6 credit hours for students and up to a 2 course faculty load.

A course may have a Study Abroad section and a parallel on-campus section. In this instance, for a portion of the semester the two parallel sections have some content/assignments which are combined and some online modules/Study Abroad elements which are addressed separately. These parallel sections count as one course for a faculty load.

A Maymester or Summer term approved course is subject to the contract employment criteria of the Faculty Handbook, and faculty must be assigned to and paid for the Study Abroad course they are leading determined by CEHD pay schedule. Pursuant to the University's Policy on Study Abroad Program Eligibility, only eligible faculty, staff and students may participate.

Travel Expenses

Reimbursement for faculty travel and accommodations will be paid from funds generated by student Study Abroad fees. If total fees from the students who choose the Study Abroad option are insufficient to cover the cost of faculty travel and accommodations, the faculty member may be permitted to pay the balance of their own expenses.

Reviewed and Approved by the Chairs Council and the Dean: March 27, 2017