

## Honors Credit for Study Abroad

### Procedure:

An Honors student who wishes to study abroad should apply through the regular Study Abroad Advisor's office. All normal forms and requirements must be met.

To receive Honors credit for a semester abroad the student will "upgrade" the international experience with an added Honor's component.

The ***HonorsS Credit Study Abroad COVER PAGE*** must be submitted with appropriate signatures and dates prior to departure for the host university. *The necessary forms and instructions can be obtained from the Director of Honors or from the college network under Academic Files.*

### Overview:

1. Student should select a faculty member(s) to advise the upgrade.
2. The student and faculty member(s) will identify a series of questions and/or concerns which will be addressed by the student during the time away from campus. ***(SEE Honors Credit Study Abroad DETAIL PAGE)***  
These questions *could* relate to:
  - the relationship between the foreign course of study and the equivalent courses at Philadelphia University
  - something related to the student's major
  - current political issues between the host country and the United States
  - environmental or human rights issues in the host country
  - issues related to international business and trade between the two countries.
3. ***Honors Study Abroad Detail Page:*** At a date approximately 1/3 into the semester abroad, this form should be submitted (via FAX or e-mail) detailing how the concerns will be addressed.
4. At the 2/3 point of the semester the student will email an attachment of a first draft or status report to the Honors Program director and advising faculty.
5. The student will present their findings to the campus community upon return to campus. Or, a paper summarizing the results of the student's Honors project will be submitted.
6. The ***Honors Upgrade COMPLETION FORM***, must be signed and returned to the Honors Program director before the upgrade can be recorded on the student's transcript. It carries zero academic credit but is an upgrade and will satisfy one of seven required Honors courses.

## Preparing a Proposal

After a discussion with the Director of Honors and a faculty member in an appropriate discipline, the student should complete the forms on the following pages, HONORS CREDIT STUDY ABROAD Cover and Detail pages.

Cover page with dates and appropriate signatures

- Schedule for submission of proposed work

Detail page with:

- Set of questions/concerns to be addressed. Describe what you will focus on.
- Rationale for the specified nature of the project / study. Why you have selected this topic to study.
- Nature of intended work: observations, interviews, etc.

The Cover Page of the proposal should be signed by the following individuals **before being submitted to the Director of the Honors Program.**

1. The student submitting the proposal committing to meet proposed work deadlines.
2. The consulting faculty member(s) agreeing that the issues to be addressed are reasonable and relevant.

The final signature of Honors Director represents the Honors Program's approval that the proposal is complete and the intended work meets "Honors" expectations.

A copy of the SIGNED Cover Page will be supplied to the student, the consulting faculty member, and the study abroad office. The Honors Program will keep the original copy.

**HONORS CREDIT STUDY ABROAD**

**COVER PAGE**

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

College Box # \_\_\_\_\_ Local phone \_\_\_\_\_ Semester: FA SP

Destination City \_\_\_\_\_

Country \_\_\_\_\_

University \_\_\_\_\_

Foreign address if known:

\_\_\_\_\_  
\_\_\_\_\_

Date of Departure, if known: \_\_\_\_\_

Date to mail/fax procedures to be used to complete work.  
(Not later than 1/3 of the way through the time abroad.) \_\_\_\_\_

Date to mail/fax first draft of results.  
(Not later than 2/3 of the way through the time abroad.) \_\_\_\_\_

Preliminary date to present findings.  
(Upon return to campus) \_\_\_\_\_

Signatures (to be collected by student):

Student: \_\_\_\_\_ Date \_\_\_\_\_

Faculty (consulting): \_\_\_\_\_ Date \_\_\_\_\_

Faculty phone: \_\_\_\_\_

Faculty (consulting): \_\_\_\_\_ Date \_\_\_\_\_

Faculty phone: \_\_\_\_\_

Honors Director \_\_\_\_\_ Date \_\_\_\_\_



**HONORS CREDIT STUDY ABROAD**

**COMPLETION FORM**

Student Name \_\_\_\_\_

Local address \_\_\_\_\_

\_\_\_\_\_

Student SS# \_\_\_\_\_ Local phone \_\_\_\_\_

The above named student successfully presented the results of work done while studying abroad.

Date: \_\_\_\_\_

Must be signed by ONE of those listed below:

Honors Director \_\_\_\_\_

OR

Consulting Faculty \_\_\_\_\_

\_\_\_\_\_

Return this signed form to the Director of Honors in order to receive Honors Credit for the work done abroad.