

Guidelines for study abroad (programs other than Salamanca)

Are you planning to study abroad in a Spanish-speaking country to fulfill your immersion requirement for the Spanish major? If so, here's what you need to do next:

- 1) Visit the IOCP (International & Off-Campus Programs) Office in Merrick (1st floor) as well as their website to learn more about study abroad and to find an approved program: <https://www.owu.edu/about/offices-services-directory/international-off-campus-programs-iocp/study-abroad-off-campus-programs/>
- 2) Make an appointment with the Chair of MFL to discuss program options and requirements.

Requirements:

- Complete an accredited Spanish study abroad program approved by the department. It must be at least 8 weeks long (although an entire fall or spring semester is preferred) and transfer at least one unit of credit at the intermediate level or above to count towards the Spanish major or minor.
- The maximum number of transfer units that can be applied toward the Spanish major/minor is three for a fall/spring semester and two for a summer study abroad. The number of transfer credits cannot be guaranteed ahead of time and will depend on an evaluation of the student's portfolio (see below) upon completion of the study abroad.
- In order to receive transfer credit for courses taken abroad, courses must be
 - given preliminary approval by the department during the semester prior to studying abroad
 - taught in Spanish
 - above the level of the last course taken at OWU prior to going abroad
 - in the subject of Spanish, such as: language, grammar, linguistics, culture, literature, and film. Other subjects (e.g. psychology, history, sociology, business, political science etc.) will NOT be counted towards the Spanish major/minor, even if the class was taught in Spanish.
- Upon completion of the program abroad, students must present a portfolio to the Spanish faculty (see below for more information), so that courses can be properly evaluated for transfer credit. A transcript must also be sent to the Registrar.

The portfolio:

During the first few weeks of the semester following your study abroad you will need to submit a portfolio to the Spanish faculty, who will then evaluate the courses you took while abroad and decide on the number of transfer credits toward the major/minor. Here's what you should do:

- Create a google drive folder with separate folders for each class you took while abroad.

- Include the following materials:
 - a cover letter where you list the courses you took and basic information about each class:
 - Was it taught in English or Spanish?
 - Did you take it with other international students or with native speakers?
 - What was the class about? How did it compare to the classes you took at OWU previously?
 - syllabus and course calendar (or list of readings) for each class
 - electronic copies of papers, presentations, exams, quizzes etc. to the extent possible
 - any other material that you think would help us evaluate the course
- share the google drive folder with the Spanish faculty

Please note:

While the Spanish faculty have the authority to decide which courses will count toward the Spanish major/minor, other classes (such as courses taught in English in other subjects) will have to be evaluated by those departments (art, history, sociology etc.). Also, the Registrar makes decisions regarding the number of units toward graduation. You will need to have a transcript sent to the OWU Registrar for that purpose.

To help you plan, please fill out the following chart and have it approved by the Chair of MFL:

Spanish courses taken at OWU/abroad:

Fall		Spring	

Student signature and date: _____

Chairperson signature and date: _____