

CASNR EDUCATION ABROAD GUIDELINES

Education Abroad through CASNR

A number of education abroad opportunities are made available through CASNR each academic year. These programs primarily fall over winter break, spring break, or during the summer. The majority of these programs are faculty led and/or have an institutional overseas partner who provides logistical and educational student support.

Credits

If embarking on a CASNR abroad program, students are encouraged to enroll for credit through AGRI 310 (Study Tours in International Agriculture) or NRES 492 (International Study Tours in Natural Resource Management). Both AGRI 310 and NRES 492 fulfill the university's ACE 9 requirement (<http://educationabroad.unl.edu/academics/ace-9-requirement>). All abroad courses are required to include at least one credit hour of study. Generally, three credit hours are included in any summer program and one to two credit hours in a program during winter or spring break. Yet, faculty leaders have the option to be flexible. Alternatively, students can earn independent study credit for CASNR abroad programs. All coursework must be pre-approved by the CASNR Dean's Office.

Credits should be listed as 'Field-course' as this will allow for out-of-state students to register for in-state tuition.

Faculty Planning

Faculty leaders are required to complete an education abroad program proposal of which instructions can be found at <http://educationabroad.unl.edu/propose-program>. In order to ensure a well planned and executed abroad experience, proposals are often due up to a year in advance of program execution. Deadlines for proposals are listed at the aforementioned link. A signature sheet must be completed by the faculty leader, signed by the designate unit administrator and CASNR Dean and attached to the program proposal. This form can be found in the provided link.

Faculty should plan well in advance to incorporate the pre and post-program requirements into their on-going assignments. A budget should be developed and approved by all sponsors before the tour is advertised. This budget should be included as part of the program proposal. Students must be provided with accurate estimates of expenses and reasonable expectations for any supplemental funding (e.g., scholarships) that may be available. The CASNR Global Exchange Coordinator should be consulted during program development and just prior to proposal submission to the CASNR Dean's Office for final review and feedback.

Each program should have two program leaders approved by the Dean of CASNR responsible for the academic curriculum and evaluation. The second faculty or staff leader is encouraged to serve in a support role with the expectation and interest in serving as a lead faculty member with future programs. Programs with a minimum enrollment of ten students will receive \$3,500 from the CASNR Dean's Office to supplement and support leader costs. At least one faculty leader is required to

accompany students to program destination and return.

Unaffiliated travelers (any individual—including a family member—who is not a student/participant, group leader, or other approved traveler formally affiliated with UNL) may not participate in or accompany UNL education abroad programs or associated activities (<http://educationabroad.unl.edu/propose-program/facultystaff-leadership-participation>). Unaffiliated travelers may accompany the leader abroad before or after the official program dates but may not accompany the leader during the official program dates. The University will not provide any financial or administrative support or assume any responsibility or liability for accompanying unaffiliated travelers on UNL faculty-led education abroad offerings. By State statute, University funds may not be used to pay for expenses for family members or for any additional expenses incurred by the addition of a family member. (Policy on Unaffiliated Travelers, Updated February 27, 2015).

In program planning, no CASNR led education abroad program should require a student to miss UNL classes to participate in the education abroad experience (i.e., overlap with the first week of the Spring Semester, last week of the Fall Semester, week before or after Spring Break, etc.). A proposed CASNR led education abroad program that overlaps with the fall or spring semester will not be approved.

The CASNR Global Exchange Coordinator can assist faculty members in program proposal creation, college and university wide promotion, information regarding latest college and university guidelines and best practices. Contact details can be found at <http://casnr.unl.edu/undergraduate-education-abroad>.

Student Planning

Students are encouraged to plan a study well in advance (1 - 2 years). This allows adequate time to prepare for the education abroad program to maximize the experience. This should include the appropriate language training and appropriate coursework relevant to the education abroad experience and culture of the country to be visited. Adequate lead-time also allows the student to secure the necessary financial resources and provide for students to determine the most opportune time in their academic career to participate in a program abroad. In planning for an abroad experience during their academic career, students are encouraged to discuss their options with their advisor and the CASNR Global Exchange Coordinator so as to find a program that best fits and accommodates their personal and academic goals.

Students who are on academic probation or will not officially be enrolled at UNL at the time of the program are not eligible to participate: <http://educationabroad.unl.edu/search-apply/eligibility-conditions-participation>.

The CASNR Dean's Office and Education Abroad Office should be made aware of any student issues that may arise while abroad. Issues which fall within this category are those which hinder the success of the program which may lead to the forced removal and return home of the student or medical issues which may lead to a student's departure. The Dean of the College, Associate Dean for Teaching and Learning, Global Exchange Coordinator, and Student Development Coordinator, and the Education Abroad Office should be immediately notified so that the proper measures can be addressed.

Students should be made aware that they are responsible for other personal academic and professional obligations outside of their abroad program.

Provider Programs (3rd Party: Non-CASNR)

Some students elect to attend universities in foreign countries to complete one or more terms and have college credit transferred to UNL to apply towards their degree. Students should meet with an education abroad representative at 110 Love Library and their advisor to select an accredited institution in the desired country, and develop an appropriate curriculum to meet their degree requirements. Information regarding provider programs which are not CASNR affiliated can be found at <http://educationabroad.unl.edu/search-apply>. Students must have the coursework pre-approved by the CASNR Dean's Office (<http://educationabroad.unl.edu/academics/pre-approval-process>).