

GUIDELINES TO STUDY ABROAD (approval of courses)

Dear Student: Please read these guidelines carefully. It will help us to efficiently process your documents. Thank you for your cooperation.

PRIOR APPROVAL OF COURSES TO BE STUDIED ABROAD

1. Choose the course you want to study abroad thinking as if you were going to continue studying at UH. This is to say: if you have finished, for instance, the requirements for second year (intermediate level) in a topic DON'T choose any intermediate course in the abroad program because it would not transfer.

2. When you go to see the faculty/advisor to receive the approval for the courses you are planning to study abroad you need to present to him/her the course description of each course specifying:

1. Scheduling:

Numbers of weeks of the program.

How many days and hours a week classes are taught.

Total number of contact hours

2. Course number content: description of each course including

Level of the course (intermediate, advance, etc).

Number of course credits.

Goals and objectives for the course.

Course description from the catalog or professor.

(A syllabus of the course would be great)

3. Contact:

Webpage, email, or phone number of the official in the institution abroad that can be contacted.

IMPORTANT NOTE TO BE AWARE: If for any reason you are placed by the Institution abroad in different course(s) from what you were approved at UH, there is a strong possibility that transfer of credit will not occur.

AFTER RETURN FROM STUDYING ABROAD

See the faculty/advisor who gave you the approval of courses and bring him/her a written evaluation of your experiences abroad: university, the program of that university, courses, your experience with the family if you were living with a family, your experience in the country, the culture, what things you learned abroad that UH couldn't offer you, etc. This is to say a general evolution of your experience abroad. We think that it would help you to summarize this important experience in your life. Also this will be very helpful for us to meet the needs of future students.