

## FULLY ACCREDITED U.S. UNIVERSITY PROGRAMS THROUGH EDUVACATIONS

Language programs in **France** (*Paris, Biarritz, Bordeaux*), **Italy** (*Siena*), **Brazil** (*Sao Paolo, Maceio*), **Portugal** (*Lisbon, Faro*) and **Spain** (*Malaga, Seville, San Sebastian*).

### ***How It Works***

Students may schedule their study for any time of the year at which the language instruction is offered by the institute of choice.

Students register at the U.S. university that has approved our language programs (hereinafter "*the U.S. University*"), and receive an official university transcript when the language study abroad is completed and the evaluation criteria are met satisfactorily. A letter grade is assigned to the language study abroad by the *U.S. University* faculty based upon the evaluations and exams completed at the language study center abroad.

### ***Credit Information***

<b>Undergraduate Credit</b>		
<b>Credit Hours</b>	<b>Total Cost (\$)*</b>	<b>No. of Weeks**</b>
3	495	3
6	695	6
9	895	9
12	1,095	12

<b>Graduate Credit</b>		
<b>Credit Hours</b>	<b>Total Cost (\$)*</b>	<b>No. of Weeks**</b>
3	695	3
6	895	5
9	1,095	8

\* The fees charged by "the U.S. University" respond to enrollment fees; i.e. students still need to cover ALL other fees related to instruction abroad (the institute, home stay, etc.)

\*\* Always at a minimum of four-hour long classes per day.

*Note:* The hour and week requirements are fixed and cannot be changed (i.e. additional hours of instruction on any given day do not enable students to shorten the total time period required by "the U.S. University" for academic credit).

### ***How To Apply For And Receive Academic Credit***

1. Complete and submit the following documents:
  - a. Application Forms
  - b. Official transcripts for all colleges/universities attended, and
  - c. Appropriate fees.

*Note:* Any application that has not been completed in its entirety will not be processed. Be sure to select the appropriate number of credit hours for which you wish to apply (based on your length of stay).

2. Mail the completed forms and fees to "the U.S. University"
3. Send or request that all official college transcripts be sent to "the U.S. University". Without these documents, it will be impossible to place or register you properly for credit.
4. Seek confirmation that "the U.S. University" (not an agent) approves the institution that you are planning to attend before leaving the country.
5. All required documents must be received one month prior to studying abroad. Materials sent less than one month prior to departure will place your application for credit into jeopardy and you may be unable to receive the required evaluation forms, which you will need to present, in person, upon your arrival at the language institute abroad. Upon admission into the program, "the U.S. University" will mail you an acceptance letter and the Evaluation Report Form(s). The Evaluation Report Form(s) indicate(s) your placement level. If you do not receive these forms by the week prior to your departure notify "the U.S. University" immediately. (If your application was submitted late, forms may be faxed to the institution abroad.)
6. Upon arrival at your language institute abroad, you must inform the administrators that you have applied or are applying for academic credit through "the U.S. University", give them your Evaluation Report Forms, and indicate to them the level in which you should be placed (as indicated in the Evaluation Report Form(s)). If you are unable to perform at that level, you have two choices: (1) you may choose to be placed at a lower level; in this case, the academic director of the school you are attending must (a) inform "the U.S. University"'s administrative coordinator to request a change in your registration at the new lower level you have agreed; (b) change the level on the Evaluation Report Forms; (c) mark the change with his/her signature AND your signature on the Evaluation Report Forms. (2) Your second choice may be to take extra classes/private tutoring, etc. (at your own expense) to help you with the course work and enable you to successfully complete the level assigned to you on the original Evaluation Report Form(s). ***Academic credit cannot be assigned unless the local institute administrators return the Evaluation***

***Report Forms to the U.S. University. Therefore, it is crucial that you present the forms upon arrival.***

7. Request that all Evaluation Report Forms and all major exam(s) be directly faxed and/or mailed from the language institute abroad to *the U.S. University*. **THIS IS YOUR RESPONSIBILITY**. Without these evaluation materials, your study abroad cannot be processed for academic credit.
8. A professor from the Department of Foreign Languages and Literatures at *the U.S. University* will assess these reports and exams, verify that the amount of study and content correspond to the number of credit hours and the level of course work originally designated, and assign your grade(s). If necessary, he/she will consult with your teachers and officials abroad.
9. The resulting course work, semester hours, and grade will then be transferred, via official transcript, to the college/university/employer you have indicated on the Transcript Request Form (which is mailed with your acceptance material and ERFs) at the first available posting (December, May, or August) provided steps 1 through 7 have been completed.

## **IMPORTANT REMINDERS**

1. Credit will be assigned to you only after all the Evaluation Report Forms and major exams have been forwarded to *the U.S. University* and evaluated. Since *the U.S. University* has no authority to requisition these reports from your language institute abroad, ***you must ensure that they are in fact sent to the U.S. University***. These reports are filed on a standard form and they emphasize three evaluation criteria: attendance, effort and performance, and language proficiency.
2. It is your responsibility to ensure that your study-abroad program consists of a ***minimum of twenty (20) hours of classroom study per week*** and that you study for the ***amount of weeks required for the amount of academic credit hours*** sought.
3. The transference of credit via official transcript from one accredited institution to another is commonplace. Nonetheless, it may be wise to ***check with your home institution adviser or registrar*** to ascertain the utility of the credit you could earn in your particular case.
4. Any fees associated with your stay abroad – such as tuition paid to the local institution, home stay fees, etc. – are ***completely separate and unrelated*** to fees submitted to *the U.S. University*.
5. ***No refunds*** of *the U.S. University* fees will be ***given after the starting dates*** of your program abroad. ***One hundred dollars (\$100)*** of the total fee due to *the U.S. University* is a ***completely nonrefundable fee***. A ***written request*** for a refund of the remainder of *the*

*U.S. University* fees will be considered only if the request is **received prior to the starting date of your program**.

6. If you are **already overseas when you decide to seek academic credit**, please note that
  - a. You must notify *the U.S. University* **no later than the end of your first week of study**; you must also notify *the U.S. University* of the level at which you have been placed by the institute you are attending. This does not guarantee that this will be the level at which *the U.S. University* will grant you credit. Your level will be determined by prior work completed in the language as stated on your transcripts.
  - b. You must send *the U.S. University* a **completed application form** with **payment in full no later than the end of the first week of study**.
  - c. You must indicate on your application **how many credit hours** you have accumulated through previous study at other universities in the language (Spanish, French, German, etc.) in which you are seeking academic credit from *the U.S. University*.
  - d. You must ensure that an **official transcript** reaches *the U.S. University* as soon as possible.
7. Your grade will be posted after you have completed all required work, you have paid all fees, and *the U.S. University* has received all of your evaluation reports and major test(s), as well as your original transcripts upon which your placement at *the U.S. University* will be based. Grades are posted at the end of each semester, exact dates vary (December, May, and August).

## **REQUIREMENTS FOR COLLEGE/UNIVERSITY STUDENTS**

College/University students must submit to "the U.S. University" the following materials before application for admission is considered:

- a completed Undergraduate Application or Graduate Application for Admission
- a completed Foreign Language Academic Credit Program application form
- a 2.0 GPA or better, and/or good standing
- all official college/university transcripts
- appropriate fees

## **REQUIREMENTS FOR HIGH SCHOOL STUDENTS**

High school students must submit the following materials before application for admission is considered:

- a completed Undergraduate Application or Graduate Application for Admission
- a completed Foreign Language Academic Credit Program application form
- a recommendation letter from your headmaster or high school principal
- an official transcript from your high school
- a nonrefundable deposit (\$100) or total fee due

(Note: Final authority over enrollment decisions rests with the director of the Center of International and Continuing Education.)

## **FOREIGN LANGUAGE ACADEMIC CREDIT PROGRAM AT THE UNDERGRADUATE LEVEL**

Please find below some general information and an outline of requirements to obtain academic credit for studying abroad.

*Who Qualifies for Undergraduate Credit?*

Course Descriptions for SPA, FRE, GER 181, 281, 381, 481 -- In accordance with The University of Southern Mississippi's 2003-2004 Undergraduate Bulletin.

### **SPA, FRE, GER 181**

*Beginning Language Credit for Study Abroad. 3-6 hrs. Prerequisites: Prior arrangements for evaluation and receipt of credit. Beginning study of the Spanish, French, and German language and culture, with emphasis on communicative skills. Credit will be granted for the systematic study of the language and culture of the language and literature of a foreign area. Study must be under the direction of a recognized teaching institution, in a country whose official language is the target language, approved in advance by the Department of Foreign Languages. The department will examine and grade the progress and achievement of the participants in this program before granting credit.*

### **SPA, FRE, GER 281**

*Intermediate Credit for Study Abroad. 3-6 hrs. Prerequisites: At least six (6) hours at the 100 level; otherwise the same as SPA, FRE, GER 181. Intermediate-level study abroad of the target (Spanish, French, German) language and its culture, with particular emphasis on communicative skills at this level.*

### **SPA, FRE, GER 381**

*Junior Level Credit for Study Abroad. 3-9 hrs. Prerequisites: At least six (6) hours at the 200 level; otherwise the same as SPA, FRE, GER 181. Intermediate-advanced systematic study abroad of the target language (Spanish, French, German) and its culture, with particular emphasis on (I) oral communication, (II) reading, (III) writing, at the junior year level.*

### **SPA, FRE, GER 481**

*Senior Level Credit for Study Abroad. 3-9hrs. Prerequisites: At least six (6) hours at the 300 level; otherwise the same as SPA, FRE, GER 181. Advanced systematic study abroad of the target language (Spanish, French, German), with particular emphasis on (I) oral and written communication, (II) culture and civilization, (III) literature, at the senior- year level.*

## **FOREIGN LANGUAGE ACADEMIC CREDIT PROGRAM AT THE GRADUATE LEVEL**

Please find below some general information and an outline of requirements to obtain academic credit or studying abroad.

These guidelines and ideas may need to be adapted according to specific geographic situations and the student's needs. Approval for a specific course content and project should be sought from the Chair of the Department of Foreign Languages and Literatures of *the U.S. University* before the course begins. We also recommend that you consult your home institution regarding the applicability of *the U.S. University* approved course content and research project for SPA, FRE, GER 581 for transfer credit purpose.

*Who qualifies for graduate credit?*

To qualify for graduate credit you must hold a *bachelor's degree*, a *minimum of 24 undergraduate semester credit hours (or the equivalent quarter hours)* in the language you intend to study, or similar experience, on an official transcript. Being a native speaker of Spanish, French, or German does not necessarily qualify you for graduate credit. In addition, final approval rests with the chairman of the Department of Foreign Languages and Literatures or the director of the Center of International and Continuing Education.

Course Description as per the 2004-2005 Graduate Bulletin:

**SPA, FRE, GER 581.** Study Abroad. 3-9 hours. *Prerequisites:* *Advanced* knowledge of the language of study; prior arrangements for evaluation and receipt of credit. Credit will be granted for systematic study of the language and culture of the language and literature of the area. Study must be under the direction of a recognized teaching institution, approved, in advance, by the Department of Foreign Languages and Literatures. The department will examine and grade the progress and achievements of the participants in this program before granting credit.

Course Content (possibilities) for SPA, FRE, GER 581:

*A. Culture:*

- An in-depth study of the culture of a specific country
- Visiting places and writing about them
- Study of a country's history and its impact on today's practices

*B. Conversation and Grammar at the Advanced level*

- Study of advanced grammar
- The teaching of conversation (techniques and practices)

### C. *Advanced Composition*

- The writing of business letters
- Study of literary styles/formula, etc.

### D. *Literature*

- Study of a specific period
- Study of a specific theme or genre within a period
- Study and analysis of specific authors

### E. *Spanish for Specific Purposes and Ethnographic Studies, e.g.*

- *Business*: doing business in X country, interviewing people in that line of business
- *Medicine*: study the health system, interviewing people in that line of business
- *Law-enforcement*: study problems, interviewing people in that line of business
- *Religion*: religion (past and present, values, practices, etc.)

### F. *Language Problems Common to Advanced Students:*

- Refinement in usage of vocabulary
- Sentence patterns
- Idiomatic expressions
- Difficult grammatical principles

### I- Research Project for SPA, FRE, GER 581:

A specific **research project** must be presented by the student for approval by the chair of the Department of Foreign Languages and Literatures at *the U.S. University*. Sample projects approved in the past include

- "Images of France": Plan, tape, edit, and produce an instructional video and a teacher guidebook to be used in beginning French courses.
- "The Costa Rica Project": Study the geography (physical, climate, human), history, and culture (hobbies, family food, festivals/holidays) of Costa Rica and make lesson plans to incorporate this information with appropriate vocabulary and activities for students at X level.
- "The Diary Project": Keep a daily log containing notes of places visited, persons contacted, interviews, geographical points of interests, observations of specific cultural traits, lists of educational materials obtained, vocabulary and experience gained, and how these will be used in teaching about X country.



- "A Cross-Cultural Study": Identify specific important cultural information. Make a comparison of this country's culture and U.S. culture (what is the same, what is similar, what is really different and why). Make lesson plans, which will integrate this cultural information with the curriculum of X class.
- "Lifestyles of Young People": Make a comparison between the lifestyles, school life, past times, social aspects, and family concepts of young Mexicans and young Americans by means of 50 interviews with young Mexican students and a survey of 50 young American students. Use the information gathered to make lesson plans for the cultural components of the foreign language curriculum.
- "The Customs, Festivals, Children's Games, and Stories of Puerto Rico": Collect information and present it in a cohesive manner that will show how you are going to use this in your classroom (lesson plans).
- "Methods and Collection of Materials to Teach Spanish": During the advanced study of the language, observe, study and note different methods and techniques; keep a diary on such methods and interviews with your teachers. Gather a series of "trabalenguas," "dichos y refranes," "advinanzas," "canciones," and "cuentos," and write a paper on how you intend to use these materials in X classroom.
- "Ethnographic Studies": 30-minutes interviews with priest, native teacher, pharmacist, nurse, medical doctor, engineer, journalist, government official, union official, university student, maid or other domestic servant, social worker, laborer, etc.... Write reports on such interviews and how this information can be used and implemented in the classroom.
- "Current Events": A study of current events, their impact on daily life, etc.

**NOTE:** All reports and research projects are to be *written* in the *target language*. *Lesson plans* may be written in *English*.

Prospective students considering engaging in any one of these or other research projects should consult with their academic adviser at their home institution (if applicable) and at *the U.S. University*. We hope this information helps you to have a better idea of what is expected at the 500-level courses. Remember, your course may not just be a conversation class.

**Request more information or application forms...**

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**Phone: (202) 857-8383**

**Fax: (202) 463-8091**