



Program Information

Short-Term Programs: programs that are abroad less than 8 weeks; these programs primarily occur during Summer Semester, Maymester, Spring Break, Winter Break, etc.; typically, these programs have a more intensive schedule due to limited available time

Semester Programs: programs that are abroad for 8 weeks or longer; these programs are generally scheduled for Spring, Fall, or Summer Semester; typically, these programs have a more conventional schedule with regularly scheduled class meeting times

Internship, Practicum, or Student Teaching Programs: programs abroad that include only Internship, Practicum, or Student Teaching courses; typically, these courses have highly individualized schedules that are dependent on specific program requirements or student needs

Study Abroad Program Name: the program name as it appears on StudyAway.uga.edu

Study Abroad Course ID: the course prefix and number assigned to a study abroad program (SABD #####); this course ID will be reused each term that the program is reapproved

Study Abroad Course CRN: the CRN assigned to each study abroad course ID; this CRN will be reused each term that the program is reapproved

Program Start and End Dates: the first and last meeting dates during a study abroad trip; meeting dates indicate actual contact between students and the instructor

Travel Start and End Dates: the dates of actual travel to and from the location of a study abroad program

Transient Students: non-UGA students who are participating in a UGA study abroad program

Total Number of Credit Hours Taken: the amount of credit hours students will take in a study abroad program; if students are allowed to take a range of credit hours, please include this range; please differentiate between credits hours taken by undergraduate students and those taken by graduate students

Content Course Information

Content courses are subject-based courses taught in a study abroad program (e.g. BCMB 3433, Biology for Medicine). Please [reference CAPA](#) when providing course title, prefix, number, and credit hours; all course information provided for study abroad programs is required to match the approved course information in CAPA.

Credit Hours: the Credit Hours provided for the study abroad course should match those approved for that course in CAPA; if the Credit Hours for a course are variable, please provide the specific number of Credit Hours for which students will register as part of the study abroad program; one Credit Hour is awarded for 12.5 hours (750 minutes) of instructional Contact Hours

Schedule Type: the manner in which instruction is delivered to students (e.g. lecture, supervised lab, seminar, internship, service learning, student teaching); the schedule type is included in the Banner listing of each course section

Instructor(s): include the instructor(s) for each course taught within the study abroad program; if an instructor is from an institution other than UGA, please include both this instructor and the instructor of record for the course

Department of Instructor(s): include the home department for each instructor teaching a course in the study abroad program; if an instructor is from an institution other than UGA, please list this institution

Course Start and End Dates: the first and last dates of actual instruction for each course

Contact Hours: hours of instruction during which students and instructors interact in order to achieve course objectives and learning goals;

- Contact hours are calculated by adding a course's Pre-Departure Hours, total Lecture Hours, and half of the total Field or Lab Hours
- Students must receive at least 12.5 instructional Contact Hours for each Credit Hour that is earned in a course

Lecture Hours: standard instructional hours during which an instructor directly leads a class period and interacts with students in a formalized session (i.e. traditional classroom sessions or direct instruction outside of the classroom); one Lecture Hour (60 minutes) is equivalent to one Contact Hour

Field/ Lab Hours: instructional hours that, while supervised and initiated by an instructor, feature independent work and self-direction (e.g. instructional tours or excursions, studio work, traditional lab classes, field work); two Field or Lab Hours (120 minutes) are equivalent to one Contact Hour

Pre-Departure Hours: instructional Contact Hours that occur before arriving at the study abroad location; these hours can be counted as Lecture or Field/ Lab, depending on the format of the activity

Irregularly Scheduled Academic Activities: instructional activities or excursions that will be counted toward the total Contact Hour requirement, but do not fit within the structured Lecture or Field/ Lab class times (e.g. an instructional tour of a museum)

Documentation of Irregularly Scheduled Academic Activities must include the following information:

- Title or a short description of the activity
- Date(s) of the activity
- Total instructional hours of the activity (travel or leisure hours should not be included)
- Format of instructional hours (Lecture or Field/ Lab)
- Course(s) associated with the academic content of the activity

**For questions, please contact the Office of Curriculum Systems
at csabroad@uga.edu or 706-542-6358.**