Study Abroad and the Picker Engineering Program

October 2, 2014

Investigate Information at the Study Abroad office

- Use resources at
  - the Study Abroad office
  - http://www.smith.edu/studyabroad/
  - http://www.smith.edu/studyabroad/apply.php

- Determine when your forms are due to the Smith College Study Abroad office.
  - It is your responsibility to make sure you know your own deadlines.
Subset of Deadlines

- **First Monday in October (10/06/14):** Applications due for select spring semester programs: ACC, PRESHCO (Study Abroad Credit Application); or SITA (Study Abroad Credit Application); Smith Program Abroad in Hamburg (Smith Program Abroad Applications).

- **First Monday in November (11/03/13):** Deadline for spring semester study abroad confirmation paperwork (included with approval letter) for Smith Consortium and Smith-approved study abroad programs.
  - Petitions for nonapproved programs (fall and year-long) are also due.

- **First Monday in February (2/02/15):** Applications due for study on a Smith Program Abroad in Florence (full-year), Hamburg or Paris (full-year), and Geneva (full-year or fall only); and highly recommended for spring in Hamburg and Geneva.

- **Third Monday in February (2/16/15):** Smith Study Abroad Credit Application due for study abroad on Smith Consortium and Smith-Approved study abroad programs during the following academic year (fall, spring or full-year).

Investigate Courses Abroad

- Develop a list of courses that you would like to take abroad. Make sure you will complete your EGR major.
  - No courses are guaranteed to be offered
  - *You must have contingency plans*

- To find courses of interest:
  - Use the online resources from your school of interest
  - Use the Study Abroad office resources
  - Talk with other students
  - Check the listing of courses taken abroad, available at the Study Abroad office.
- Arcadia-Melbourne
- Auckland
- Benemerita Univ de Puebla
- Bristol-IFSA/Butler
- CIEE-Jordan
- Columbia University in Beijing
- DIS-Denmark
- Edinburgh
- Edinburgh-Arcadia
- Glasgow-IFSA/Butler
- IEG: EWHA Summer Program
- IEG: Urban Study Tour
- IFSA/Butler-Edinburgh
- IFSA/Butler-Melbourne
- IFSA/Butler-Oxford - Hertford
- IFSA/Butler-Queensland
- IFSA/Butler-University College London
- James Cook-IFSA/Butler
- JYA in Florence
- JYA in Hamburg
- JYA in Paris
- King's College
- Melbourne
- Melbourne-Arcadia
- Natal-Durban, Interstudy
- Oxford-St. Edmund Hall
- Queen Mary
- SFS-Kenya
- SIT-Brazil
- SIT-Tanzania
- Technion School Engineering
- Toronto
- University College Dublin
About the Programs

ENGINEERING AND THE LIBERAL ARTS

There are two paths for the study of engineering at Smith College, both of which are based on rigorous programs of study integrated with the liberal arts and sciences.

Bachelor of Science in Engineering Science
Approved by the Engineering Accreditation Commission of ABET.
(211 Market St, Suite 215B, Baltimore, MD, 21202).

The degree is in Engineering Science.

Study Abroad

Credit Approval

1) Core Courses
To receive credit for core courses, seek approval using the Departmental Supplement for Petition to Transfer Credit form, located on our Forms page.

2) Technical Electives
To receive credit for core courses and for electives, seek additional approval using the Departmental Supplement for Technical Elective form, located on our Forms page.

More Information
Study Abroad Lunch Meeting for Sophomores
Each fall semester, a lunch meeting is held for...
Gather Forms

- All the College forms for study abroad – see the study abroad office and webpage.
- Online application

Additional Picker Engineering forms:
- **BS or BA Plan of Study** – to be used to make sure you will graduate
- For each course you want to count toward the EGR major
  - “Petition to Transfer Credit” form
    - The College has one for you also 🤗
  - “Non-standard Technical Elective Petition” – for proposed electives.
ABET Outcomes – Choose 2 or 3

a) An ability to apply knowledge of mathematics, science, and engineering
b) An ability to design and conduct experiments, as well as to analyze and interpret data
c) An ability to design a system, component, or process to meet desired needs within realistic constraints ...
d) An ability to function on multidisciplinary teams
e) An ability to identify, formulate, and solve engineering problems
f) The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
g) A recognition of the need for, and an ability to engage in lifelong learning
h) A knowledge of contemporary issues
i) An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice
j) An ability to demonstrate a conceptual understanding of engineering science fundamentals
k) An ability to demonstrate information literacy
* Gather Documentation *

- For each course you want to count toward the engineering major, you must obtain
  - A syllabus. Often these are not available to you in advance of going.
    - You MUST bring one back with you for every course.
  - If no syllabus can be obtained in advance, then find:
    - A course description including the material covered.
    - The level (200-, 300- or 400- level) of the course.
      - What are the pre-requisites for your course?
      - Students of which year at the school abroad take this course?
    - Does the course have a lab? homework? Exams?

**Without this information, I cannot sign your forms**

Meet with your academic adviser **FIRST**

By signing below, I grant departmental approval for this study abroad plan, and confirm the following: (please check all that apply)

- I have read this plan of study and course descriptions.
- The student’s GPA meets the 3.0 eligibility requirement for study abroad approval.
- The student has included study of the native language. (Smith requires study of the native language whenever language courses are available, including pre-colonial languages in Africa and South Asia.)
- The student has not selected any courses for which Smith will not grant credit, such as business, journalism, etc.
- This plan allows this student to fulfill her major requirements.
- This plan allows this student to satisfy general degree requirements, including earning 64 credits outside of her major.
- I confirm this student will receive major credit for the following courses, as per her Plan of Study:

__________________________________________________________

__________________________________________________________

Major Adviser Name _________________________________ Department _____________________
Major Adviser Signature __________________________ Date ___________________
When Changes Happen Abroad...

- Let your academic adviser and me know as soon as you know any new courses you are taking.
- For courses to count toward the EGR major, send us the required information, and obtain approval for your course as soon as possible.
- If you take a course and do not gain approval for transferring credit, you might not ever get that approval – it might not meet the PEP requirements!
Upon Your Return

- You must bring home with you:
  - Each Course Syllabus
  - ‘Evidence’ for the work you completed toward ABET outcomes, what you learned
  - ‘Evidence’ = homework, lab, other assignments, exams...

Schedule

- **Start NOW** – gathering information on schools and courses. Use the study abroad office resources.
- Make an appointment to meet with your academic adviser in early November (see info on website)
- 3 semester weeks before your deadline, meet with your academic adviser and with Prof. Cardell (Winter break and J-term are not part of a semester). *This means you need to be meeting before you leave for winter break.*
- 2 weeks before your deadline, drop off your forms for the PEP director’s signature
- 1 week before deadline – time to fix errors
<table>
<thead>
<tr>
<th><strong>In October &amp; November</strong></th>
<th><strong>Tasks 1, 2 &amp; 3</strong></th>
<th><strong>Signatures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Gather information and determine when all your paperwork is due to the Smith College study abroad office.</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>• Obtain all supporting documentation for EGR courses you plan to take abroad.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Complete EGR Plan of Study (on Moodle).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fill out PEP course transfer forms (Moodle).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>4 semester weeks ahead of Smith College deadline</strong> (≈ early Dec for mid-Feb deadline!)</th>
<th><strong>Task 4, part 1</strong></th>
<th><strong>Signatures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Make an initial appointment with your academic advisor to review your EGR Plan of Study.</td>
<td>Smith faculty who teach the relevant core courses and/or your PEP advisor, as needed.</td>
</tr>
<tr>
<td></td>
<td>• For core EGR/SCI/MTH/CSC courses you plan to take abroad, you will need the signature of the Smith faculty member who teaches that course.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• For elective EGR courses you plan to take abroad, you will need the signature of your EGR advisor.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Make appointments with Smith faculty members, as needed, to obtain their signatures.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bring all supporting documentation to your appointments.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3 weeks ahead (still early Dec)</strong></th>
<th><strong>Task 4, part 2</strong></th>
<th><strong>Signatures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Make an appointment this week with your academic advisor for: (i) approval of your Plan of Study and (ii) her/his signature that you will receive credit for the EGR/Div III courses taken away (Smith College form), for your final course selections.</td>
<td>Your academic advisor, and PEP study abroad advisor (Prof. Cardell)</td>
</tr>
<tr>
<td></td>
<td>2. Make an appointment with the PEP study abroad advisor (Prof. Cardell) after your appointment with your academic advisor for her signature on the Smith College study abroad form.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• You <strong>must</strong> have the PEP transfer credit forms signed for us to know that you will receive credit. I cannot sign the Smith College form if you do not have the signed PEP forms with you.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2 weeks ahead (late January)</strong></th>
<th><strong>Task 4, part 3</strong></th>
<th><strong>Signatures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Time for the PEP director/assistant director to sign everyone’s forms for PEP transfer credit.</td>
<td>PEP director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>1 week ahead</strong></th>
<th><strong>Time to fix any problems.</strong></th>
</tr>
</thead>
</table>
Tasks

1. Investigate information at the Study Abroad office
   - Using resources at the Study Abroad office and from
     http://www.smith.edu/studyabroad/ and
     http://www.smith.edu/studyabroad/apply.php determine when your forms are
due to the Smith College Study Abroad office.
   - It is your responsibility to make sure you know your own deadlines.
   - The Engineering department does not duplicate the information that is
   available at the study abroad office.

2. Research courses to take abroad
   - Create a list of courses that you would like to take abroad, that will allow you
to complete your EGR major.
   - No courses are guaranteed to be offered, either abroad or at Smith, in the
   semester you hope to take them, so you must have contingency plans.
   - Use the online resources from your school of interest.
   - Talk with other students.
   - Check the listing of courses taken abroad, at the study abroad office.
   - These courses are likely but not guaranteed to be approved again.

3. Gather forms and supporting documentation
   In addition to the Smith College study abroad paperwork, you must:
   - Complete the Plan of Study, for the IA or IS, available on the FIP Moodle site.
   - This is the Engineering Plan of Study, in addition to the ‘Plan of Study’ in the
   College study abroad application.
   - FOR EACH THREE COURSES toward the EGR major (including MTH/IGE/GCC core)
   - Complete the ‘Petition to Transfer Credit Form’ on the FIP website.
   - FOR EACH TECHNICAL ELECTIVE
   - Complete the non-standard technical elective petition, to map the course
   to the ABET outcome. (‘Bring course material home with you!’)
   - Provide information on each course proposed for the EGR major to:
   (1) your adviser and
   (2) the Engineering IA adviser (Prof. Cardell)
   - A syllabus, or at the minimum a course description that clearly states the
   topics covered in the course.
   - Proof of the level of the course – first, second, third-year course.
   - Prerequisites will often help indicate the course level.
   - The course you are taking must be the same level as the course you
   want to substitute.
   - Laboratory included?
   - For core EGR courses at Smith that have a lab, we require that any
   substitute course also have a lab.
   - This includes EGR 220, EGR 275, EGR 329, EGR 374
   - Note that courses you would like to take may not be approved, if they do not
   meet the above requirements or if you cannot find the information that
   demonstrates that the requirements are met.

4. Obtaining Signatures
   For study abroad, you need to get the Smith College forms signed by your academic
   adviser and by the engineering study abroad adviser (Prof. Cardell). But First:
   for the EGR major, you also need to get approval for each course you want to use for the EGR
   major. These forms are on the engineering website.
   1. Meet with your academic adviser to make sure your plan will allow you to fulfill
   the EGR major requirements.
   2. Obtain petition to transfer credit, and the petition for approval of a non-standard
   technical elective as needed.
   - For a core EGR course, obtain the signature of the faculty member who
   teaches that course at Smith College, your adviser, and the EGR
director/assistant director.
   - For an elective, obtain the signature of your adviser and the EGR
director/assistant director.
   3. Meet with your adviser again to obtain her/his signature on the study abroad
   form, approving your planned course of study and the courses that will transfer
   for credit for the major.
   4. Meet with the EGR study abroad adviser (Prof. Cardell) to obtain her signature on
   the Smith study abroad form.
   - You can meet with the study abroad adviser sooner if you have specific
   “study abroad” questions, but the only person who can effectively help
   you plan your studies while you are away is your academic adviser.

   • For your planning, note that neither winter break nor J-term count as ’semester
   weeks.’ For the February deadlines, you need to start getting signatures in
   November and December.

FOR YOUR RETURN:

• Be absolutely certain to have a copy of the syllabus for every course you take
  abroad.
• Also save a few homework sets, labs if there were asy, exams, etc., as ‘evidence’
  to demonstrate what you learned and did.
Summary

- Information is posted on the EGR website.
- Use the study abroad office resources.
- Meet with your academic adviser early, and probably more than once.
- Returning students are here today, and around to help you out.

Questions?