

INTERNATIONAL EXPERIENTIAL EDUCATION APPLICATION

for students participating in an international experiential educational opportunity such as a practicum, clerkship, internship, externship or independent research for a minimum of 5 weeks

Independent Research

Independent research is an alternative to studying abroad on a traditional foreign study program or at a foreign university. Students participating in independent research perform research abroad on a project of their own design, under the direction of a UW faculty member. Independent research participants make an agreement with a UW faculty member before departure and make all arrangements regarding housing, host country contacts, visas, and potential academic relationships independently. Students are responsible for being aware of health and safety conditions affecting their research locations.

Credit Options

Students who wish to earn UW credit for international experiential education opportunities have two credit options:

- 1) They may register for independent research, practicum, thesis or dissertation courses on the MyUW system and pay their usual UW tuition and fees.
- 2) They may submit this International Experiential Education Application to be considered for concurrent enrollment through IPE. Students may find it more economical to concurrently enroll as they are not charged UW tuition for UW credits earned. **(EXCEPTION: UW Law School students are required to concurrently enroll through our office for full-time international externships and will also be charged their UW tuition rates on credits earned.)**

It is important to note that all students must be full time during their quarters of concurrent enrollment. Undergraduate students must earn a minimum of 12 credits per quarter and graduate students must earn a minimum of 10 credits per quarter. **If you will earn less than the above specified credits, you should exercise option 1 when registering for international experiential education credits.**

IPE Fee

For each quarter of concurrent enrollment, an IPE fee of \$250 per quarter will be charged to your UW student account and be due on the tuition due date of your first quarter of concurrent enrollment. The IPE fee is non-revocable and non-refundable.

Concurrent Enrollment (CE)

Concurrent enrollment allows UW students to retain their status as a full-time UW student. The benefits of concurrent enrollment include:

- ♦ Financial aid and scholarship eligibility;
- ♦ Graded UW credit for research completed abroad;
- ♦ Pre-registration privileges at the UW;
- ♦ Continued deferment of school-related loans;
- ♦ Satisfaction of residency graduation requirements;
- ♦ Eligibility for UW Study Abroad Insurance

INTERNATIONAL EXPERIENTIAL EDUCATION APPLICATION TIMELINE/CHECKLIST

- Submit the International Experiential Education Application and all supporting documents, including an unofficial UW transcript to IPE by:**

<u>Quarter abroad:</u>	<u>Deadline for application:</u>
Winter	September 15
Spring	December 15
Summer	March 15
Fall	June 15

Applications will be reviewed and you will be notified about your ability to concurrently enroll through our office approximately 4 weeks after submitting your application. If your proposal is accepted, you must then:

- Complete the mandatory pre-departure orientation online at <http://ipe.washington.edu>**
- Submit your concurrent enrollment (CE) packet, including the health screening to IPE by:**

<u>Quarter Abroad:</u>	<u>CE Deadline:</u>
Winter	December 1
Spring	March 1
Summer	May 1
Fall	September 1

Quarter Abroad:	Application Deadline:
Winter	September 15
Spring	December 15
Summer	March 15
Fall	June 15

EARNING CREDIT FOR INTERNATIONAL EXPERIENTIAL EDUCATION OPPORTUNITIES

In order to concurrently enroll at the UW while participating in an international experiential education opportunity, you must be a full-time student while you are abroad. You must have UW faculty member(s) pre-approve at least 12 credits for undergraduate students or 10 credits for graduate students on the Credit Verification Form found in this packet. Students may earn credits through more than one UW academic department.

Students who will be completing independent research credits while participating as full-time students in another UW-affiliated program or exchange (for which they will be concurrently enrolled) need only have their research credits pre-approved on the credit verification form. A maximum of 5 credits of independent research per quarter can be added to the credits earned in a study abroad program.

EARNING CREDIT: ROLE OF FACULTY, STUDENT AND IPE

Students are responsible for proposing and actualizing an academic project that meets the expectations of the faculty supervisor. Students should remain in contact with the supervising faculty member throughout the concurrent enrollment period for guidance to ensure that your expectations are aligned.

Students participating on international internships (eg: IE3, EUSA) are also required to complete an academic project, supervised by a UW faculty member, that applies critical or theoretical analysis to an approved topic. The academic project would ideally be informed by the internship experience, but must not simply be a summary of the internship experience.

Fourth year medical students enrolled in the GHRC-ECA program receive credit for their supervised clinical experience and are not required to complete an additional academic project.

Students must not register themselves in UW courses during the concurrent enrollment period as UW tuition charges will be applied to those courses.

Faculty members agreeing to supervise an international experiential education opportunity are expected to read through the student's International Experiential Education Application before pre-approving UW courses on the Credit Verification Form. Faculty members should remain in contact with the student and provide guidance to the student throughout the concurrent enrollment period and assess the student's work afterward.

After the academic work has been assessed for a grade, the supervising faculty must submit the course, credits, and grade to the IPE office at ipe@u.washington.edu.

The IPE will register the student in the FSTDY placeholder course for the period of concurrent enrollment after the International Experiential Education Application has been approved and concurrent enrollment forms have been submitted to the IPE. Once approval is received by the IPE from the supervising faculty that the academic work has been successfully completed, the IPE office will report the courses, credits, and grades so that they will appear on the student's UW transcript.

International Experiential Education Application

Last Name:

First Name:

UW Student Number:

Phone Number:

Email address:

Degree Program/Major:

Citizenship/Visa:

Research Location:

Corresponding UW Quarters/Year:

Signature

Date

Attach a separate document including your responses to the questions and prompts below. Students participating in UW programs such as IHOP, I-TECH, or ECA should identify themselves as part of that program and skip to Question 8.

Academic Project

1. Describe your research project including your research design and methodology.
2. Provide name, department and email address of the UW faculty member(s) who will be supervising your academic project.
3. What is the research output (paper, thesis research, etc.) that the faculty member will be assessing?
4. Describe any on-site and/or UW resources or networks that you will be accessing to inform your research project.

Preparation

5. Describe your previous research background or relevant coursework (also attach an unofficial UW transcript).
6. Do you have previous experience in this location or region?
7. What level of fluency do you have with the local language(s)?

Health/Safety

8. List the name and location of the nearest health care facility.
9. List the location of the nearest consulate for your nationality.
10. Is there a U.S. Department of State travel warning for this country? If yes, how are you mitigating these risks. (If a Department of State travel warning is in place at the time you apply for independent research, additional screening may be required by the UW International Travel Oversight Committee)
11. What are your plans for health/emergency evacuation insurance coverage?

Contact information/Itinerary

12. List any on-site contacts abroad including phone and email information, including relationship to you, that we could contact in case of an emergency.
13. Where will you be housed?
14. List dates and location(s) of independent research, including travel itinerary.

