

# EXTERNAL PROGRAMS

## Study Away and Off-Campus Programs

Making the choice to study away can be one of the most life-changing experiences for a student. The administration at Judson University firmly believes this, and has developed a variety of opportunities for Judson students to study off-campus, both within the United States and abroad.

## External Programs

Students may take apply to take courses in these external programs recognized by Judson University. To qualify for Judson-sponsored participation, a student must have one full year of coursework at Judson University, regardless of the number of credits earned elsewhere and transferred to Judson. Judson requires a minimum 2.75 overall GPA and second semester sophomore status for consideration. The student must maintain the minimum 2.75 overall GPA during the term immediately proceeding their study abroad experience. During the period of external program participation, the student is treated as if residing on Judson's campus for payment. Consequently, the student is charged all normal Judson tuition, fees, room and board charges for which a resident Judson student is otherwise eligible (with the exception of JSO fees). Judson University then pays the organization providing the external program an amount equal to the "package price" of this program. Any costs incurred by the student in excess of the costs included in the "package price" must be borne and paid directly by the participating student.

There is a limit of one semester for which a student may participate in external programs and receive financial aid funded by Judson University itself (including any aid provided by restricted or endowed donations to the college), regardless of what other federal, state or private aid might be available to the student. However, the amount of the institutional aid a student is eligible to receive while studying abroad may be different than the amount received while attending Judson; please contact the Financial Aid Office for details. For additional information regarding programs and applications, contact the Study Abroad Director ([https://www.judsonu.edu/Undergraduate/Study\\_Abroad/](https://www.judsonu.edu/Undergraduate/Study_Abroad/)).

## CCCU Programs

The Council for Christian Colleges and Universities (CCCU), an association of more than 100 campuses in the U.S. and Canada, offers semester and summer programs to students of its member institutions. These programs offer a unique opportunity for students to make the world their classroom, going beyond the confines of the traditional classroom. These off-campus, interdisciplinary learning opportunities are available to upper-class students (second semester sophomore status required). For program details, please visit the CCCU GlobalEd website (<https://www.cccuglobaled.org/>).

## Japan – Tokyo Christian University

Tokyo Christian University (<http://acts.tci.ac.jp/>) is the only fully Evangelical university completely accredited by the national Japanese Ministry of Education. It is an international affiliate of the Council of Christian Colleges and Universities. TCU has three majors:

- Theological Studies
- International Christian Studies, and
- Social Work.

It is liberal arts based. All students must take courses in the humanities, social sciences, and sciences as well as develop skills in verbal and

written communication. TCU has created a special one-semester program for visiting students from English-speaking countries, called the East Asia Institute. This program introduces students to East Asia and Japan both academically and experientially. It covers East Asian history, sociology, art, religion, philosophy, and language (Japanese) and integrates them with in-depth field trips, all within a Christian context dedicated to the integration of faith, learning, and life. The program is flexible and can make some curricular adjustments to meet the student's needs at the home university.

## Non-CCCU Programs

### Au Sable Institute of Environmental Studies

Au Sable Institute of Environmental Studies provides university-level courses with transferable credits to over 50 colleges and universities, the framework and services for sustainable community-building, environmental education and restoration for school children and adults, facilities for community and environmental organizations, community and regional conferences and retreats, and outreach services. We do this in the Great Lakes Forest of northern Michigan, Puget Sound in the Pacific Northwest, in South Florida, and South India.

### Chicago, IL – Chicago Semester

Pairing quality internships with experiential seminars, the Chicago Semester offers Judson students the privilege of living and serving in the city. While the primary focus of the semester downtown is internships, students also explore urban issues and neighborhoods with professors and civic leaders who know the city well. The time in the city also allows students to enjoy the rich cultural heritage of Chicago including concerts in the park, visits to world-class museums, and evenings in Chicago's theater district. It's only about thirty miles from Elgin...but it's a whole world away!

## Off-Campus Courses

**Participants in Judson University study tours will:**

- Observe and interact with a body of knowledge within the context of its cultural environment;
- Gain respect for and interest in a potential field of study through experience with that field in its natural environment,
- Integrate theoretical and experiential learning through the interactions of the regular curricular offerings and the study tour,
- Develop increasing respect for persons from diverse environments and backgrounds through interpersonal relationships developed in those diverse environments;
- Develop a broader world view through experience in social, spiritual, and physical contact s outside their own.

**The initiator of a study tour must submit a course prospectus consistent with the goals and objectives outlined above and including the following minimum requirements and expected outcomes for participants:**

- Students must maintain a daily journal relating the day's activities to fulfillment of course objectives; this journal is to be reviewed and evaluated by the tour leader.
- Students must participate in all activities, seminars, and events specified by the itinerary and the course syllabus; complete all field observations, assigned readings, and other required exercises.
- Students must participate in orientation activities lead by the tour leader, and in any follow-up activities specified in course objectives.

- For each semester hour of credit associated with the study tour course, students normally complete at least five (5) pages of formal, edited writing; this does not include daily journals; it may include papers completed during pre-travel preparatory activities.
- For each semester hour of credit, students normally read at least 200 pages (if in English) or at least 60 pages in a second language (this standard will be adjusted for native speakers of languages other than English).
- Normally, students should complete at least one major summative experience (paper, project, essay, exam) which synthesizes academic content and experiential learning of the course.
- Credit should conform to standards established for on-campus courses; one (1) semester hour of credit per five (5) days of study will be considered "normal."
- Study tours which focus on performance may propose alternative methods of meeting the quality standards in items # 4, 5, and 6.

**The following principles and policies will govern the establishment of Judson sponsored study tours:**

- The University sponsors off-campus study tours when - and only when - they clearly enhance instructional goals and programs of the University.
- Tours organized by other agencies and for other purposes (e.g., church-sponsored mission tours or trips to the Holy Land) will not be endorsed by, or promoted within, the University.
- An off-campus study tour may be presented to students only after it has been approved by the department and by the Academic Policies Committee.
- Because of potential liability and related issues, all persons involved in Judson off-campus study tours must be either "faculty" or "registrants" (the latter without respect to age or status). Registrants may register either for audit or for credit. Regular faculty are preferred as instructors for such tours.
- Faculty teaching load for off-campus study tours may be included within the annual contracted load; when exceptions are needed, institutional policies for overload compensation will be followed (and these costs must be included in the program budget). Sufficient revenue to fund faculty load credit must be generated by the tour to include the tour as part of a faculty member's teaching load.
- Judson University has the same conduct expectations for persons involved in off-campus study tours as for involvement in on-campus programs. However all participants in Judson off-campus study programs are expected to be sensitive both to the culture from which they come, as well as to the culture in which they are studying. Above all, participants in Judson study programs should conduct themselves in a manner consistent with Biblically-based principles. Approved Judson off-campus study tours are eligible to be included in students' financial aid packaging within normal financial aid packaging guidelines.
- Participants in Judson off-campus study tours are expected to confine any fund-raising activities to family and to "significant others" who are not part of the Judson constituency. Requests to current Judson donors must be cleared in advance by the Advancement Office and must be presented as an "over and above" request.
- Students who register for off-campus study tours must have financial accounts current or must secure special approval from the Vice President for Business Affairs.

These guidelines will be periodically reviewed - and, if necessary, revised - by the Academic Policies Committee.

## Procedures

**Proposal Development:** The initiator of a Judson off-campus study tour should develop a written proposal, consistent with the goals/objectives and quality control statements above, and including the following minimum information:

1. A statement of how this study tour is critical to goal-fulfillment for the department or program
2. A statement of expected educational and cultural benefits to participants
3. A description of likely student demand for the course
4. A course syllabus, describing how/why credit will be awarded, how students will demonstrate that they have earned such credit, what the student learning activities will be, and what the professor's evaluation criteria will be
5. A preliminary budget for the course, following guidelines below, including income and all expenses. The budget must be approved by the CAO in advance of presentation to Academic Policies Committee. Budget Development: An acceptable off-campus study tour budget must include specific withdrawal or course cancellation; the budget must also include the following:
  - Airfare and airport taxes (if required)
  - Ground transportation, domestic and/or international
  - Food and housing costs
  - Insurance costs (liability; medical; trip insurance)
  - Institutional overhead (mailing, copying, materials)
  - Contingency
  - Credit/Audit Fee

**Lead Time:** Normal "lead time" for proposing a Judson off-campus study tour is one year or longer in advance of the proposed tour.