International Education – WTE Quick Requirement Reference

**Student**

1. Complete WTE Declaration Form
   Complete Study Abroad Admissions & Scholarship Application
   
   **Deadline Dates:**
   March 1 for Summer and Fall
   Oct. 15 for Winter and Spring

2. Complete WTE Activity Plan
   **Activity Plan Deadline:**
   March 15 for Summer & Fall
   Oct. 30 for Winter & Spring

3. Consult with Faculty-leader/Mentor for requirements. Submit the paper to your Mentor.
   **Paper Deadline:**
   March 30 for Summer & Fall
   Nov. 15 for Winter & Spring

4. Travel to Study Abroad destination and participate in program.

5. Complete WTE Final Assessment (upon return from your Study Abroad program)
   **Assessment Deadline:**
   To be completed within 3 weeks after returning and prior to graduation.

6. Submit WTE Completion Form
   **Completion Deadline:**
   To be completed within the semester after returning and prior to graduation.

**Requirements**

1. Declare WTE & Complete Study Abroad Application

2. Activity Plan

3. Pre-trip Research Paper

4. Participate in the program

5. Final Assessment

6. Public Presentation

7. Completion Form

**Faculty Leader/Mentor**

1. An automatic email message will be sent to alert the Faculty member that they have been chosen as a WTE Mentor.

2. Meet with student to discuss the WTE process and the study abroad program.

3. Faculty-leaders may collect the completed support materials for the students’ applications from the members of their group and forward them to the OIP.

4. Approve the Activity Plan online at the Faculty tab of My Washburn. The plan should have a strong academic and cultural connection. If not, notify the student of necessary modifications.

5. Supervise and evaluate the pre-trip paper. Notify OIP when papers are completed.

6. Review the WTE post program requirements and deadlines. Faculty-leaders: Prepare a program survey to be collected prior to departing from the host country. Submit completed surveys to the OIP.

7. Remind students to complete the Final Assessment online. It appears green once completed.

8. Assist students in finding an appropriate venue to present: a Washburn classroom, Club or Organization meeting or the Day of Transformation*. Approve the Presentation.

9. Faculty-leaders may coordinate a group presentation project as long as each member of the group plays a part in the presentation.

10. Once the student has completed the WTE requirements enter final approval on the Completion Form. Click “Yes” next to Mentor Approval.

WTE online forms can be found in the WTE database available at the Student Academics Tab/Faculty tab of My Washburn.
IE–WTE Guidelines and more information can be found in Procedure and Requirements

*Click to register for the Spring 2013 Day of Transformation

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