

International WTE Procedure and Requirements

1. Identify an appropriate experience: You will need to work with a faculty leader of the program, your academic advisor, or the study-abroad coordinator. The faculty leader may or may not be a faculty member in your major.

2. Declare: Complete the online Declaration Form on the “Student Tab” at:

<http://my.washburn.edu>

Priority Dates: March 1 for Summer & Fall, Oct. 15 for Winter & Spring

3. Submit the Activity Plan: Complete the online Activity Plan Form on the “Student Tab” at: <http://my.washburn.edu>. If you participate in a faculty-led program, the faculty leader will serve as the project supervisor. If you participate in an individual program (without faculty leading the trip), you should then work with your academic advisor and /or the Study Abroad Coordinator. The purpose of the activity plan is to help ensure that the student is focused and well prepared to complete the WTE program. *Priority Dates: March 15 for Summer & Fall, Oct. 30 for Winter & Spring*

4. Complete a Study Abroad Scholarship Application:

<https://secure.washburn.edu/services/is/>. Submit the completed online application and the required support materials to the Office of International Programs (OIP). *Priority Dates: March 1 for Summer & Fall, Oct. 15 for Winter & Spring*

*Language Majors should apply in the Modern Languages Dept. *Priority Date: Feb. 15*

5. Write a pre-trip background research paper: Before your trip, you need to write a background paper (about 5 pages, double space, 12 points) on the country or location of your destination (history, geography, politics, culture, etc.) and a relevant academic topic. If you are to participate in a faculty-led program, the faculty leader will supervise and assess your paper. If you are to participate in an individual program (without a faculty leader), the International Education WTE Director can help you or help you identify an advisor. *Priority Dates: March 30 for Summer & Fall, Nov. 15 for Winter & Spring; or a date determined appropriate by the respective faculty leader, if it's a faculty-led program*

6. Participate in the program.

7. Final Written Assessment Report: Complete the Final Written Assessment Form available online at the “Student Tab” of My Washburn within the Completion Form. *To be completed within three weeks after returning and prior to graduation.*

8. Public Presentation: An essential component of every Transformational Experience is a report presented to a public audience in a manner appropriate to the project. The report will address the significance of the project, the impact the experience has had on you, and the extent to which the project has fit into your overall educational goals at Washburn. Class project presentation style is preferred with visual aids (photos, poster boards and power point) strongly recommended. Consult your program advisor or the OIP to find an appropriate venue and date. *To be completed within the semester after returning and prior to graduation.*