

# JWU Contact Hour Abroad Guidelines

## **Basic Academic Details:**

4.5 quarter credits require 45 contact hours. 1 contact hour is 50 minutes of traditional classroom time. Academic programs abroad for Study Abroad credit are required to meet or exceed the 45 contact hour requirement. Below are contact hour guidelines for faculty or staff planning programs abroad.

Category of Contact	Ratio	Definition
Required JWU Pre-departure Orientation by Study Abroad Staff	1 to 1	Formal presentation outlining the foundation of cross-cultural principles, health & safety abroad, insurance, reviewing the participation agreement, and travel logistics.
Pre-departure Academics by Faculty Leader or Program Leader	1 to 1	Contact with students prior to departure focused on academic preparation. Contact must be related to the course syllabus, specifically course content and destination awareness.
Traditional Lecture During Program	1 to 1	Academic content delivered by program faculty or instructor related to on-site orientations, traditional presentation, demos
Guest Speakers/Guides During Program	1 to 1	Guest speakers could be brought into the classroom or the group can be taken to the guest site. Industry visits and cultural excursions which include a knowledgeable presenter are considered equal to traditional lecture time.
Labs During Program	2 to 1	Guided student practice time in a lab setting or field learning time.
Experiential Education During Program	3 to 1	Program required activities that do not include a lecture or presenter, but are related to cultural context, internships, community engagement, field research, group activities, or purposeful "free" time. This category includes time given to explore a castle, walk through an open air food market, assigned scavenger hunts, etc. To be academically relevant, students need to be asked to reflect on the experiences academically or culturally. Typically this is done through a required/guided journaling assignment.
<p><b>The below categories should be considered sparingly.</b>  <b>A strong Study Abroad program will meet the required contact hours using the categories above.</b></p>		
Location Relocation	3 to 1	When the program is relocating to the next city on the itinerary, some portion of that relocation includes logistical instruction to the students, next steps planning, and typically includes reminder information about the next location. While passive in nature, a certain amount of global perspective and witnessing how other cultures structure the world around them takes place. A 4 hour transit experience includes 1 lecture hour and 3 experiential hours.
Experiential - Required Group Meals	3 to 1	Welcome and Farewell meals are a required component of many study abroad programs.
Experiential - Host Family Meals	3 to 1	When living with a host family, the immersive cultural learning opportunities are increased and can be included in cultural reflective assignments. 20-28 meals (average 15 minutes) with a host family equals 2 contact hours.
	3 to 1	10-14 meals (average 15 minutes) with a host family equals 1 contact hour.