



ARCHITECTURE AND INTERIOR ARCHITECTURE STUDY ABROAD PROGRAM GUIDELINES

Short-term Faculty-led Programs

1. GENERAL PROGRAM DESCRIPTION

Study abroad is a required academic component for students enrolled in the Master of Architecture. Students in the Bachelor of Science in Interior Architecture who entered before F2024 are required to participate in a study abroad program. For IA students entering KU in 2024 and onwards study abroad is an optional but strongly encouraged component. The program consists of a winter- or summer-session course led by faculty within the School of Architecture and Design (Arc/D), or various semester-long study abroad opportunities. This document is focused only on the short-term faculty-led programs.

A study abroad course can only be led by members of the Arc/D faculty (faculty directors) and must be characterized by academic rigor and professional intentionality. As such, it requires a syllabus containing learning objectives, deliverables, and assessments like any other course in the department. To provide the best experience and most successful learning opportunities for students, syllabi for study abroad courses must be approved, in advance, by the departmental Student Success Committee (SSC). Preference will be given to proposals led by FTE members of the architecture and interior architecture faculty, including tenure line faculty, teaching professors, and full-time lecturers.

Due to recent modifications in credit hours for ARCH 690 Architecture Study Abroad / IA 690 Interior Architecture Study Abroad courses, the credit hours vary by the date a student enrolled in the curriculum, as follows:

For M.ARCH I who entered in:

- AY19-20, 20-21: A total of 8 credits- ARCH 690 (5 credits) + ARCH 692 (3 credits)
- AY 21-22: A total of 8 credits- ARCH 690 (5 credits) + ARCH 692 (3 credits)
- AY 22-23: ARCH 690 (6 credits)
- AY 23-24: ARCH 690 (6 credits)

For M.ARCH II students:

- AY 19-20 through AY 23-24: ARCH 690 (6 credits)

For IA students who entered before 2024:

- IA 690 (5 credits)

For IA students who entered in 2024 and onwards:

- ARCH 690 (6 credits) - Study abroad is not required, but optional, and will count for a total of 6 credits (same as ARCH students).

ARCH 690 / IA 690 will include participation in the study abroad program as well as documentation, as outlined below.

2. PROGRAM EXPECTATIONS AND OBJECTIVES

2.1 Program Overview

The KU architecture and interior architecture study abroad program contributes to the development of students' global awareness, which is a fundamental component of contemporary practice in architecture. Therefore, this program's academic objectives are focused on providing students opportunities to engage in cultures distinct from their own, and understanding how these cultures impact the design of the built environment.

Architecture faculty proposing a study abroad program at KU must clearly identify the academic and cultural merits of the proposed program. These can be articulated in any of the areas of knowledge covered by the KU Architecture department curriculum, such as history/theory, culture, human behavior, building technology, etc. Learning outcomes must be consistent with ARCH 690 or IA 690 course descriptions.

Study abroad programs must include exposure or engagement opportunities to support the student's academic and professional growth, as described below. Program activities should offer various experiences including exposure to significant works of architecture and design, as well as professional, academic, and/or community engagement opportunities. The program itinerary, to be included in the syllabus, must detail these activities and be commensurate with the number of academic credits being offered, which should be reflected in students' documentation of their experiences.

Architectural/Design Exposure: the program itinerary should include interactive visits to a variety of significant urban spaces, buildings, design objects, and/or exhibitions, which should be listed and briefly described as to their relevancy to students in tandem with learning outcomes and program deliverables. Visits to buildings may include preparatory readings, lectures, and/or guided tour materials/personnel.

Professional / Academic / Community Exposure: it would be preferable for the program itinerary to include interactions with some combination of local professional institutions (such as architecture and/or design firms); local academic institutions (such as architecture and/or design schools); and local community organizations, neighborhoods associations, or government-affiliated organizations. These visits should indicate the nature of the activity, such as tours or presentations, participation in class activities, student reviews, or meetings with members of local communities.

2.2 Duration of Programs

To maintain an acceptable immersive cultural/academic experience and to keep the programs financially viable for students, the duration of all faculty-led programs should be **a minimum of twenty-one days (from time of departure to arrival in the U.S.)**. In special circumstances, such as shortened Winter Intersession terms, the Department Chair may reduce the minimum number of days, only as required.

2.3 Diversity of Programs

The Architecture department offers a variety of programs in locations such as Asia, Central America, Europe, the Middle East, and Africa. These programs provide a sufficiently diverse experience of global cultures and architecture practices for students. As the number of students in our M.Arch and IA programs

grows, the number of annual programs will need to increase proportionally. The SSC recommends that existing programs in good standing be maintained for the foreseeable future, and that additional programs be added as necessary, with the goal of maintaining a specified faculty-to-student ratio (see below) for all faculty-led programs.

2.4 Student Enrollment

Each architecture and interior architecture study abroad program must enroll a minimum of 12 students per program (regardless of the number of faculty program directors) and a maximum of 20 students per program director. In cases where enrollment surpasses the maximum allowed number, two faculty members will be required to operate the course. Therefore, the maximum enrollment for KU Architecture and Interior Architecture programs will be 20 students, if led by a single faculty director, or 40 students, if led by two faculty directors. In special circumstances only, such as initiating a new study abroad program, the Department Chair may waive minimum enrollment criteria.

3. PROGRAM PROPOSAL REQUIREMENTS

3.1 Proposal Overview

Each program proposal should include a syllabus describing the program's academic merit, the proposed itinerary, and duration of the program, as well as learning outcomes, assignments and deliverables, and student evaluation/grading. See Section 4.

3.2 Proposed Itinerary

Faculty directors must provide a program itinerary containing a detailed schedule of travel, including cities, areas, and buildings that will be visited, engagement opportunities, and associated dates and times.

3.3 Learning Outcomes

Much like any other architecture department syllabus, the faculty director(s) must develop a clear set of learning outcomes for the course. These are important for evaluating the validity of a study abroad proposal but also for students to determine how the course fits with their academic and personal development.

3.4 Assignments and Deliverables

Faculty directors must describe student work required during and after the study abroad travel period. Student work should be tailored to the specific learning outcomes for the course and should draw on the professional, academic, and/or community interactions included in the program. The intensity of student work should be commensurate with the number of credits received for the course.

Architecture disciplines tend to be visual and experiential. Therefore, study abroad deliverables are expected to contain visual products from the students' experiences. These can take many forms, from sketchbooks, to photographic documentation, from films to objects. The faculty proposal must describe the specific characteristics, goals, and forms of required visual work, or rigorously define a framework within which a student may develop their own proposals for visual work. It is highly recommended that

visual documentation is accompanied by text-based narratives, such as expository essays, critically reflecting on their experiences relative to program learning objectives.

3.5 Student Evaluation and Grading

ARCH 690 / IA 690 will utilize a letter grading system based on the following weighting:

Program Participation = 60% of evaluation

Program Documentation = 40% of evaluation

Course Evaluation should be included and encouraged.

3.6 Instructor Qualifications

Faculty directors must indicate their suitability to conduct the proposed study abroad program, including a description of prior study abroad and/or travel experience and expertise on the specific region and/or program focus.

3.7 Emergency Plan

Each study abroad program proposal must include an emergency plan for the event of faculty director(s) failing to be able to fully support students due to extenuating circumstances. This plan is necessary regardless of the number of students expected to be enrolled on the program. The emergency plan could, for example, include an extra faculty member or an on-site full provider. If the faculty is leading the program alone, the emergency plan should be developed in conjunction with the KU Study Abroad and Global Engagement staff.

More information about this requirement is available on the [Program Development | Study Abroad & Global Engagement](#) website, under “Elements of Program Design” < “Leadership”.

4. PROGRAM PROPOSAL APPLICATION AND APPROVAL PROCEDURE

4.1 Submittal

Faculty members proposing a short-term winter or summer study abroad program, whether previously or newly offered, must submit a proposal to the Student Success Committee (SSC), via email, **in the Friday after Spring Break week**. Proposals for winter programs will be applying approximately 9 months prior to the trip, while summer programs will be applying approximately 15 months prior to their trip.

Each proposal must include two documents: 1) a one-page statement providing a summary and rationale for the program and a description of how it will meet expectations established in Section 2 of this document; and 2) a complete course syllabus describing the requirements established in Section 3 of this document and containing the following sections:

- Program Overview: summarizing the program.
- Program Itinerary: providing a daily breakdown of activities, including cities, areas, buildings, urban spaces, professional and/or academic institutions, etc. to be visited.
- Course Deliverables: outlining the documentation portion of the study abroad course requirement.

- Course Evaluation and Grading Scale: Indicating that 60% of the course evaluation will be based on participation in study abroad activities and 40% based on study abroad documentation.
- Required Program Materials: indicating what materials will be necessary to complete the documentation requirements.

4.2 Approval process

Following a two-week review period, the SSC will forward its recommendations for approval or denial to the department chair, who will make and communicate final decisions regarding program offerings.

4.3 Evaluation Criteria

The SSC will evaluate the proposals using the Evaluation Criteria rubric (see Appendix A) making recommendations to the department chair for approvals or rejections. Recommendations for approval or rejection will include a written report indicating the rationale for the decision.

5. COMPENSATION & IMPLEMENTATION

Faculty compensation for directing a short-term study abroad program is based on a fixed rate (set by the Dean's office) per student credit hour (SCH), divided evenly among each program's director(s).

$$\text{Faculty Salary} = \frac{\text{Student Enrollment} \times \text{Credit Hours} \times \text{Salary Rate}}{\text{Number of Program Leads}}$$

In the event that one or both faculty directors are not able to fulfill their obligations prior to program departure, the Architecture Chair will appoint a new faculty director or directors to lead the program.

6. PROGRAM ELIGIBILITY FOR STUDENTS

All students enrolled in the *Master of Architecture, Track I* or *Bachelor of Science in Interior Architecture* degree programs are eligible to enroll in study abroad courses and are encouraged to fulfill this requirement any time after the completion of their second-year studios, participating either in semester-long programs or faculty-led short-term winter or summer programs. The committee encourages students to wait until the completion of their second year of architecture or interior architecture studies based on the assumption that students are better prepared to receive the benefits of studying architecture in different environmental and cultural contexts at this stage of their education.

Students in *Master of Architecture, Track II* or *Track III* degree programs are eligible to participate in faculty-led study abroad programs, usually after the completion of the first semester in the program.

In cases of programs with higher student demand than enrollment availability, priority will be given to students in more advanced stages of their respective curriculum.

The study abroad requirement is waived for international students in these degree programs; however, these students are required to substitute the academic credit typically associated with Study Abroad with professional electives courses. This is true in all cases where students fulfill the study abroad requirement outside of the faculty-led programs.

Non-architecture KU students as well as architecture students from other institutions can participate in KU Architecture study abroad programs, pending enrollment availability and with special permission from the Department Chair. Priority will be given to KU Architecture and Interior Architecture students.

7. STUDY ABROAD PROGRAM EXEMPTION PETITION

Students with financial barriers to participate in a study abroad program are encouraged to apply for available scholarships, either through KU's financial aid office or through the Study Abroad and Global Engagement (SAGE) office:

KU general scholarships at <https://financialaid.ku.edu/understand-aid/scholarships>

KU SAGE scholarships: <https://studyabroad.ku.edu/study-abroad-scholarships>

Students with demonstratable barriers preventing their participation in a required architecture or interior architecture study abroad program (e.g., financial hardship, family hardship, health conditions or birth of children, family hardship) can petition the Curriculum Management Committee (CMC) to substitute study abroad credits with other qualifying academic credits (e.g., enroll in proposed culturally relevant classes or obtain the KU Global Awareness Program Certificate: <https://gap.ku.edu/>). Petitions should indicate the rationale for requesting an exemption <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2020-2021/application-and-verification-guide/ch3-expected-family-contribution-efc> via the *Arc/D Study Abroad Exemption Petition Form* (see Appendix B). Petitions without any necessary supporting documentation will not be accepted or reviewed. This form should be completed and submitted to the Chair of the Architecture Department (CMC representative), via email (see contact information at the end of the petition form), by the end of October of the academic year in which the student is scheduled to participate in study abroad.

The CMC will evaluate student petitions on a case-by-case basis and make recommendations to the Department Chair. Recommendations for approval or rejection will include a written report indicating the rationale for the decision.

Non-Arc/D study abroad programs do not automatically fulfill required study abroad credits. However, students petitioning to participate in study abroad programs outside Arc/D should submit their petition to the CMC to be evaluated on a case-by-case basis to determine if they meet all conditions outlined above in Section 2 (Program Expectations and Objectives) and Section 3 (Program Proposal Requirements). These petitions should include the completed Arc/D Study Abroad Exemption Petition Form (see Appendix B) and include information of the alternative study abroad program attached as evidence.

APPENDIX A

Short-Term Faculty-Led Study Abroad Program Evaluation Rubric:

Criteria	Highly Proficient [2 points]	Moderately Proficient [1 point]	Not Proficient [0 points]	Comments
Faculty Travel Experience				
<i>Program Leader(s) Level of Experience</i>	The program director(s) has extensive experience with a similar type of travel or program proposed	The program director(s) has some experience with a similar type of travel or program proposed	The program director(s) does not have experience with a similar type of travel or program proposed.	
Response to Program Objectives/Expectations				
<i>Course Design</i>	The course is well designed and fully supports program objectives/expectations.	The course is mostly well designed and/or partially supports program objectives/expectations.	The course is not well designed or does not support program objectives/expectations.	
<i>Educational Merit</i>	The program proposes relevant academic, professional, and/or cultural experiences.	The program proposes satisfactory academic, professional, and/or cultural experiences.	The program proposes unsatisfactory academic, professional, and/or cultural experiences.	
<i>Educational Framework</i>	The program proposes activities and assignments that align well with learning outcomes.	The program proposes activities and assignments that partially align with learning outcomes.	The program proposes activities and assignments that do not align with learning outcomes.	
Overall Evaluation Comments				

APPENDIX B

School of Architecture & Design – University of Kansas
ARCHITECTURE AND INTERIOR ARCHITECTURE STUDY ABROAD PROGRAM
Arc/D Study Abroad Exemption Petition Form

Student Full Name: _____ KU ID: _____

Major: Architecture Interior Architecture

Admission Date (year/semester): _____ Expected Graduation Date (year/semester): _____

STATEMENT OF JUSTIFICATION:

Please describe your reasoning for not participating in a required Arc/D study abroad program, being as detailed and specific as you can:

DOCUMENTATION:

Please list below the documentation being provided to support your petition and attach such documentation to this form, in PDF format.

Examples of documentation include, but are not limited to:

- Health conditions: Doctor's note
- Financial hardship: Financial data previously collected by the University (to be verified by the department after the submission of this form).
- Birth of children, responsible care of a family member, family hardship, etc.: children's birth certificates, marriage license, etc.
- International student: Visa F-1 letter, image of US Visa Stamp, ID card with immigration information.
- A student athlete whose athletic season prohibits extended travel: Letter from your coach certifying information.
- Prior academic international experience (minimum of six weeks in length and prior to enrolling at KU): Evidence of enrollment and completion in summer or semester programs abroad while enrolled at another university, high school student exchange abroad.
- Other special circumstances: Documentation to support all reasons claimed.

I understand that my request for an exemption will be reviewed by KU's Arc/D Curriculum Management Committee. I understand the decision made by the committee is final. Adobe recognizes all electronic signatures as legally binding.

KU Student Signature

Date

Email **merged PDF** (including completed form AND documentation) to the Architecture Department Chair and CMC representative (Keith Van de Riet, kvdr@ku.edu).