

## SPECIAL LEARNING OPPORTUNITIES CURRICULUM PLANS

### GENERAL GUIDELINES

Every term of College-endorsed study abroad or fulltime regular-term internships requires applicants to submit a curriculum plan, approved by the advisor and the department chair, that would demonstrate how the student intends to use the experience to add dimension to the program of study here at Berea and to indicate how the student would make academic progress similar to what would be expected if s/he were in residence.

Berea College students who wish to participate in a program of study abroad or in a fulltime regular-term internship are still expected to complete their degree requirements from Berea within **eight terms of enrollment** (counting any terms that may have been transferred to Berea). Therefore, successful proposals for study abroad typically **would not** extend the terms of study needed to complete graduation requirements. However, if your plan does include a request for an extension of terms, you must **submit a letter** with it that explains why you need an extension of terms. State the number of terms requested (one, two or three).

The curriculum plan on the reverse must be completed by you and your advisor. Signatures of your advisor and your department chair are required. The signature of the Study Abroad Advisor (International Center, 205 Woods-Penniman Building) is required for Term Abroad plans; the signature of the Coordinator of Internships (306 Emery Building) is required for regular-term internship plans.

Completed plans should be submitted to the Student Service Center, Lincoln Hall or CPO 2168. You will be notified by the Student Service Center regarding approval of your plan.

### TERM ABROAD

For continuation into an additional or subsequent College-endorsed term abroad, a student must repeat the submission of a curriculum plan as described above and have it approved before the end of the first term abroad.

Note: It is critical that all students who hope to participate in some form of study abroad develop, in collaboration with the Office of Student Financial Aid Services, an acceptable financial plan to support their study. Students approved through Berea Term Abroad or the Foreign Language Department are assured that they will receive financial support sufficient to participate in the approved term of study. Other study abroad opportunities require the submission of a financial plan approved by the Office of Student Financial Aid Services.

### INTERNSHIPS

(Domestic or International)

Although most Berea students enroll in internships during summer term, it is possible to engage in a fulltime internship during the regular fall or spring terms. Only if a student plans to be away from campus for an entire term would s/he need to complete the curriculum plan on the reverse side of this sheet. It is important that an internship be an integral part of a student's program of study and not interfere with progress toward graduation.

**SPECIAL LEARNING OPPORTUNITIES CURRICULUM PLAN**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ CPO \_\_\_\_\_ Major \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Advisor's CPO \_\_\_\_\_ Dept. Chair's Signature \_\_\_\_\_

Study Abroad Advisor's Signature (Required for Study Abroad) \_\_\_\_\_ Coordinator of Internships' Signature (Required for fulltime, regular-term internships) \_\_\_\_\_

Will this special learning opportunity require an additional term? \_\_\_\_\_ (1,2 or 3) extra terms (Please see paragraph two of the guidelines on the reverse side.)

**Begin with the current term:**

Fall Term \_\_\_\_\_ Spring Term \_\_\_\_\_ Summer I Term \_\_\_\_\_ Summer II Term \_\_\_\_\_

Fall Term \_\_\_\_\_ Spring Term \_\_\_\_\_ Summer I Term \_\_\_\_\_ Summer II Term \_\_\_\_\_

Fall Term \_\_\_\_\_ Spring Term \_\_\_\_\_ Summer I Term \_\_\_\_\_ Summer II Term \_\_\_\_\_

**FOR OFFICE USE ONLY:**

\_\_\_ Approved  
\_\_\_ Denied: \_\_\_\_\_  
\_\_\_ Letter Sent