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Overview of the Tool Kit

USAC has created this guide to help you better assist students who are interested in an academic adventure abroad with USAC/Nevada. We provide resources, including advising guides organized by area of study as well as by program site. Further, we have information about when and where students can study abroad, how to earn credits, what financial aid applies, which foreign language options are available, and much more. We have also included information about USAC that you may find useful. We hope to see your students in the USAC office soon!

Study Abroad Advising Website

Located on the Nevada website, the Study Abroad Advising website is your one-stop-shop to resources for study abroad advisement. [http://www.unr.edu/study-abroad](http://www.unr.edu/study-abroad)

The website includes:

**Area of Study Advisement** which has all USAC courses offered by specific areas of study and their corresponding Nevada equivalent, if available (see “What can I study?” [http://www.unr.edu/study-abroad/study](http://www.unr.edu/study-abroad/study)).

**Study Abroad Resources** which is a series of documents and links that you and students can utilize during the decision making process (see [http://www.unr.edu/study-abroad/resources](http://www.unr.edu/study-abroad/resources)).

**Program Locations** provides a link to the USAC website with more in depth information about programs, as well as an advisement guide with courses available at each program site (see “Where can I study?” [http://www.unr.edu/study-abroad/program-locations](http://www.unr.edu/study-abroad/program-locations)).

Area of Study Advisement

Currently, there are 10 Area of Study Advising Guides: Agriculture, Biotechnology, and Natural Resources; Business; Education; Engineering; Foreign Language; Health Sciences; Liberal Arts (Arts, Humanities, Social Sciences); Journalism; Science & Mathematics. Each will list the courses relevant to the area of study, and will include information for both Specialty and Partnership programs.

Organization of the Guide

Pages 1-2 are identical for all Area of Study Advising Guides. Information includes how to utilize the guide, an explanation of our program models, USAC contacts, affordability, and how to make the best decision on where to go.

Beginning on page 3 is course information, including general registration information and a table listing study abroad courses and the Nevada equivalent, if available. Specialty Program courses will be listed first as they tend to be the most popular, followed by Partnership Program courses. If no Partnership Program courses have been pre-approved, we will list Partnership Programs that do have courses offered in the area of study to USAC students.

Study Abroad Resources

There are a number of tools available for students and advisors beyond the advising guides. The Study Abroad Resources section of the website includes documents and links to guide students, advisors and parents through the decision making process involved with study abroad. They include:

- Contact a USAC Program Advisor
- Find Your Academic Advisor
- Programs Where and When
- Foreign Language Options
- Credit Evaluation Agreement: This is an interactive PDF form with instructions. Use this for helping students to get courses approved at Nevada. This is most common for Partnership Program students who are preparing to leave, or who have just returned. Partnership Program universities may be able to provide thorough course descriptions and/or syllabi ahead of time, or the student can save all materials and use for approval afterward. The document will require an
advisor, department chair and associate dean signature for each department a course is approved in (for example, if a student takes a biology, sociology and foreign language course, all 3 department chairs will need to sign and both the science and liberal arts deans will need to sign). This form is returned to the USAC office who will record the course equivalency for future pre-approved course listings and then forward to the Admissions and Records office for articulation.

- Scholarship Information
- Financial Aid Information

### Program-Specific Advisement

Each country is listed in alphabetical order with a link to Program Details which will direct students to the USAC website that will have information about application deadlines, eligibility, fees, and other specific information. In addition, each program will have an Advising Guide that will include specific information for Nevada students regarding courses and registration for each site, they are similar to the Area of Study Advising Guides.

#### Specialty Program Advising Guides

Page one will cover basic information including how to use the guide, contact information, what to do next, etc. This is followed by a specific list of USAC courses and the Nevada equivalent. These are organized by term and include credits, UNR department, number and title.

#### Partnership Program Advising Guides

Page one will cover basic information including how to use the guide, contact information, what to do next etc. This is followed by any previously approved Partnership Program courses. There will also be a list of general areas of study available at the host university.

### USAC PROGRAM SITES & PROGRAM MODELS

#### Specialty Programs

Specialty Programs are wholly designed and operated by USAC. Each Specialty program is located on a university campus and has a Resident Director (most of whom have a Ph.D.) who hires faculty, arranges housing, organizes field studies and excursions, and assures the general well-being of students overseas. Each course in a Specialty Program has a Nevada-equivalent course. These courses change with each catalog year and are updated regularly in the advising guides. These programs have various emphases ranging from International Business, to Ecological studies, to Art History as well as foreign language options. Very often, a visiting US professor will teach a course on these programs.

#### Partnership Programs

Partnership Programs offer students direct enrollment at a host university and generally have access to that university’s full curriculum. Many of these are English-speaking countries, or universities with instruction available in English, where USAC students participate in the partner university’s international student program. Courses are enrolled as transfer credits. USAC has been working to acquire course descriptions from overseas host institutions and get approval for course equivalents at Nevada. Overall, the vast majority of courses at the host universities have not been pre-approved as specific Nevada equivalents and will automatically transfer as lower-division electives. Currently there are roughly 500 Partnership Program courses pre-approved and are listed on advising guides as well as the transfer articulation tables at UNR’s Admissions & Records department.

### USAC SPECIALTY PROGRAMS

- **Brazil:** Florianópolis
- **Chile:** Santiago
- **China:** Chengdu
- **China:** Shanghai
Costa Rica: Heredia  
Costa Rica: Puntarenas  
Costa Rica: San Ramón  
Cuba: Havana  
Czech Republic: Prague  
England: London (summer)  
France: Lyon  
France: Pau  
Germany: Lüneburg  
Ghana: Accra (summer)  
India: Bangalore  
Ireland: Galway (summer)  
Italy: Reggio Emilia  
Italy: Torino  
Italy: Viterbo  
Spain: Alicante  
Spain: Bilbao/Getxo  
Spain: Madrid  
Spain: San Sebastián  
Thailand: Chiang Mai  

USAC PARTNERSHIP PROGRAMS  
Australia: Gold Coast and Brisbane  
Australia: Melbourne, Geelong, and Warrnambool  
England: Brighton  
England: Bristol  
England: London (sem/yr only)  
England: Reading  
Ghana: Accra (sem/yr only)  
Ireland: Cork (sem/yr only)  
Israel: Haifa  
Japan: Hiroshima  
Japan: Nagasaki  
Japan: Osaka/Kobe  
Korea: Seoul  
New Zealand: Auckland, Wellington, and Palmerston North  
Netherlands: The Hague  
Norway: Oslo  
Scotland: St Andrews  
Scotland: Stirling  
Sweden: Växjö  
Turkey: Istanbul
### Who to Contact at USAC

The USAC office is located in the Virginia Street Gym (bottom floor, east side). Come by any time!

**USAC Registration Representatives** help students with questions regarding credits, courses, transcripts, internships and other academic information.

<table>
<thead>
<tr>
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<th>Contact Information</th>
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<th>Partnership Programs</th>
<th>Other Services</th>
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<tr>
<td>Christine Mullarkey</td>
<td>775-682-6341 <a href="mailto:cmullarkey@unr.edu">cmullarkey@unr.edu</a></td>
<td>Internships: China, Italy</td>
<td>Partnership Programs: Australia, Korea, New Zealand</td>
<td>All Specialty course registration</td>
</tr>
<tr>
<td>Jillian Murdock</td>
<td>775-682-5423 <a href="mailto:murdockj@unr.edu">murdockj@unr.edu</a></td>
<td>Internships: Czech Republic, France, Germany, Spain</td>
<td>Partnership Programs: England, Ireland, Scotland</td>
<td>All student health, safety and ADA accommodations</td>
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<tr>
<td>Adela Smith</td>
<td>775-682-6333 <a href="mailto:adelas@unr.edu">adelas@unr.edu</a></td>
<td>Internships: Chile, Costa Rica</td>
<td>Partnership Programs: Ghana, Israel, Netherlands, Norway, Sweden, Turkey</td>
<td>All Specialty syllabi and curriculum approval</td>
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**USAC Program Advisors** are the primary contact for questions about the visa process, housing at the program site, travel plans, pre-departure and arrival information, and scholarships.

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<tr>
<th>Name</th>
<th>Contact Information</th>
<th>Areas of Responsibility</th>
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<tr>
<td>Quinn Cannon</td>
<td>775-682-5895 <a href="mailto:quinn@usac.unr.edu">quinn@usac.unr.edu</a></td>
<td>Czech Republic</td>
</tr>
<tr>
<td>Cami McCusition</td>
<td>775-682-5879 <a href="mailto:cami@unr.edu">cami@unr.edu</a></td>
<td>Chile</td>
</tr>
<tr>
<td>Dominique Nelson</td>
<td>775-682-8411 <a href="mailto:dominiquen@unr.edu">dominiquen@unr.edu</a></td>
<td>Australia</td>
</tr>
<tr>
<td>Ryan Sullivan</td>
<td>775-682-5894 <a href="mailto:rsullivan@unr.edu">rsullivan@unr.edu</a></td>
<td>Brazil</td>
</tr>
<tr>
<td>Ray Bates</td>
<td>775-682-6784 <a href="mailto:raybates@unr.edu">raybates@unr.edu</a></td>
<td>Germany (+ all scholarships)</td>
</tr>
<tr>
<td>Leanne Howard</td>
<td>775-682-5893 <a href="mailto:leanneh@unr.edu">leanneh@unr.edu</a></td>
<td>China</td>
</tr>
<tr>
<td>Justine Toro</td>
<td>775-682-6335 <a href="mailto:jtoro@unr.edu">jtoro@unr.edu</a></td>
<td>Costa Rica</td>
</tr>
<tr>
<td>Brent Kirkland</td>
<td>775-682-8417 <a href="mailto:brent@usac.unr.edu">brent@usac.unr.edu</a></td>
<td>Israel</td>
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USAC Staff Directory

Director:
Dr. Carmelo Urza
curza@unr.edu
775-682-5888

Enrollment Services:
The Enrollment Department is your best resource for application, course & program registration, transcripts, internships, and GPA questions.
Rosemary McCarthy, Director of Academic Affairs
rfmcc@unr.edu
775-682-5899

Finance:
The Finance Department is ready to help you with billing, payment, budget sheets, and financial aid consortium agreements.
Kim Lagarza, Director of Finance
775-682-5877

Information Technology:
The Information Technology Department oversees network administration and application development, manages the USAC website, and supports users of the USAC Gateway and Global online portals.
Fritz Roske, IT Services Administrator
froske@unr.edu
775-682-5889

Marketing and University Relations:
The Marketing and University Relations team is ready to answer any questions you may have about USAC or our programs. They facilitate numerous events on campus and are available to develop any college/department specific materials that you may need. They are available for classroom presentations and special events.
Request a classroom presentation: https://www.unr.edu/study-abroad/request-usac-presentation
Monica Robertson, University Relations
monicarobertson@unr.edu
775-682-5886

Student Information:
The Student Information Program Advisors are your main contact for questions about the visa process, housing at the program site, travel plans, health & safety, pre-departure and arrival information, scholarships, etc. They are also the primary contact for students once they have been accepted to a program.
Michelle Cobb, Director of Student Information
mcobb@unr.edu
775-682-5892
Mission and Goals

Mission

The mission of USAC is to provide students with the opportunity to develop the knowledge, skills, experiences and attitudes to prepare them for the global society of the 21st century. We believe study abroad is the most effective way to accomplish these goals.

Goals

To organize and administer study abroad programs for undergraduate and graduate students which:

a) encourage and facilitate the acquisition and use of foreign languages.

b) encourage cross-cultural learning.

c) encourage students to question their own values and attitudes in a manner which leads to an appreciation for differences.

d) provide an interdisciplinary understanding of the issues of another part of the world.

e) are integrated into their course of study at home, with officially accepted credits and grades.

f) allow access to financial aid and scholarships to qualified students consistent with university policy.

Academic Framework

Accreditation

USAC Specialty program courses meet or exceed accrediting agencies’ standards set by the Commission on Colleges of the Northwest Association of Schools and Colleges recognized by the Council on Postsecondary Accreditation and the US Department of Education. USAC is reviewed by this agency as part of its review of the University of Nevada, Reno and other Member Universities. Our Partner universities abroad are accredited by the respective agencies in those countries.

For each credit offered, a requirement of 15 contact hours (50 minute class time with a 10 minute break) is met. A three credit class would require 45 contact hours per semester. USAC semesters run approximately 15-17 weeks depending upon breaks, and typically are concurrent with US semesters. Full-time enrollment is 12 credits or more. Most USAC students take approximately 15-18 credits per semester.

Course and Faculty Review

All courses are approved by at least three different US universities belonging to the consortium. These universities include the University of Nevada, Reno, the University of Nevada, Las Vegas and the University of Idaho. As circumstances warrant, specific programs are oftentimes reviewed by departments of additional Member Universities; for example, our China program was additionally reviewed by faculty from the University of Iowa. Courses are approved by the department chair and dean at each university. Course descriptions and syllabi are available upon request as students often need to provide them to their home university advisors.

All of USAC’s Spanish courses are assessed on an ongoing basis by Dr. Asun Martinez, linguist and academic coordinator in San Sebastián, Spain. Dr. Martinez ensures consistency among courses in Spain, Chile, and Costa Rica as well as ensuring continuity for re-entry into appropriate levels in the US university system. Dr. Martinez has an M.A. from the University of Iowa and a Ph.D. from Cornell University. She is on the cutting edge of foreign language assessment, constantly researching and publishing on the topic in reviews such as the “Cambridge University Press.” She collaborates professionally with Dr. Judith Liskin-Gasparro, the Spanish Language Coordinator at the University of
Iowa, and Dr. Nelson Rojas, Spanish faculty at the University of Nevada, Reno, as well as others in the field.

The minimum credentials of faculty on our Specialty programs are a Masters degree with many having a Ph.D. Faculty experience varies with the average time teaching for USAC being approximately 10 years. USAC does not offer tenure for faculty abroad; consequently, they must all receive above average/excellent student evaluations to have their contract extended. Every semester, the overall program, courses, and faculty are evaluated by students and professors after each term. These evaluations are reviewed by the faculty, Resident Director, academic supervisors (if appropriate), and by professionals at the USAC Central Office. Very serious attention is given to these evaluations.

**Attendance Policy**

USAC has a strict attendance policy. Regular class attendance is mandatory. Students are allowed one unexcused absence in USAC courses. The class participation grade will be lowered by .5 step for each unexcused absence, i.e., from an A to an A-. Each tardy is .5 of an absence.

Should a student fail to fulfill his or her academic obligations (i.e. has not attended class for four consecutive days without approval of the Resident Director, is routinely late for class, etc.) the student may be withdrawn from the program, thereby forfeiting all privileges enjoyed by program participants such as program housing, field trips, tours and other events/activities. In these circumstances no refunds will be given.

**Policies and Procedures**

USAC revises its organizational policies and procedures each year and provides relevant policies to the students when they’ve been accepted on a USAC program via the Program Agreement. This document details the academic procedures of the Specialty programs and covers everything from eligibility, housing, add/drop/change deadlines, to withdrawal and academic/non-academic reasons for dismissal. USAC also has in place an extensive system of policies and procedures related to health and safety, emergency communications, faculty and program evaluations, and so on. All policies are available for review upon request.

**Student Selection and Eligibility**

For most programs, any student currently enrolled or eligible to be enrolled in a university who has an overall GPA of 2.5 or better on a 4.0 scale and who qualifies for admission at a USAC Member University is eligible to apply to a USAC program. Programs with a higher GPA requirement noted in the USAC catalog and on the website. Students who do not meet the stated GPA eligibility may apply, but will be asked to submit additional information in order to be considered.

**Student Accommodations**

Given the multitude of countries (26) and program locations (42) in which USAC offers study abroad programs, the degree to which we can accommodate students with disabilities varies greatly. Consequently, we work directly with students and staff from the home university study abroad and disability offices on a case-by-case basis.

Students in need of special accommodations of any type may submit documentation from UNR’s DRC office and USAC will make every effort to meet the student’s needs. Students in need of physical accommodations may have difficulty in countries that do not have the same mandates as the US with regards to wheelchair access, railings, handicap restrooms, etc.

**Health, Safety, and Security**

We take the issues of health and safety very seriously. We provide safety tips to students in program updates and student handbooks, our Resident Directors talk in-depth about health and safety during the on-site student orientations, and USAC has extensive and very specific procedures in place in case of an emergency. As the media continue to discuss safety issues not only in the US but also abroad, we all
have become more aware that certain security precautions and emergency planning are necessary in all of our activities, no matter where we are. The safety of USAC students when they are abroad is one of our highest priorities.

USAC sends all students, prior to their departure, emergency procedures for students abroad, travel and safety tips, emergency contact information, luggage tags with specific emergency contact information cards inserted, and a student handbook with emergency and safety information. The Director of Student Information monitors the US State Department's Travel Advisories and Warnings, as well as bulletins from the Overseas Security Advisory Council on a daily basis, and then briefs the USAC Director regarding any information on areas near USAC program sites. USAC has a 24-hour emergency contact number available to students and their parents.

Every program site conducts a mandatory on-site orientation for new students at the beginning of each session. Safety and emergency issues are discussed at this orientation as well as emergency procedures. Students are provided with the address and telephone number of the nearest US Embassy or Consulate. USAC staff abroad instructs students to safeguard their passports, credit cards, travel documents, and any other vital documents and to be sure they are in a readily accessible location. In an emergency situation, the USAC staff abroad will attempt to contact all students and will meet with them either at the USAC program site office or at an announced location, and, if possible, make the office telephones and fax machines available to facilitate communication between students and their families. Each program site is registered at the appropriate US Embassy and Consulates, ensuring that the Resident Director is aware of current conditions and can be contacted if necessary.