

## British Columbia Study and Work Abroad Tracking Template Completion Guide March 2015

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This document is designed to guide the completion of the British Columbia (B.C.) Study and Work Abroad Tracking Template.

The completed Study and Work Abroad Tracking Template must be submitted to the British Columbia Council for International Education (BCCIE) by **Friday, September 18, 2015**.

BCCIE's email address: [bccie@bccie.bc.ca](mailto:bccie@bccie.bc.ca)

If you have questions about this Guide or the Study and Work Abroad Tracking Template, please contact:

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### MANDATORY INFORMATION

The following mandatory information must be included in the completed Template:

**B.C. School or Institution:** The name of the school or institution completing the template.

**Key Contact:** An individual and program area in a B.C. school or public post-secondary institution that can provide additional information regarding the study and work abroad figure included in the completed template.

**Key Contact Email:** The email address for the key contact identified in the completed template.

**Study and Work Abroad #:** One aggregate figure that reflects the total number of students who participated in a unique study or work abroad experience while attending a B.C. school or post-secondary institution.

## DATA REQUEST OVERVIEW

The study and work abroad figure should be calculated based on the following:

- Data Format and Year:** Student study and work abroad **headcount** by academic year 2013/14.
- K-12 Students:** K-12 students pursuing study and/or work abroad experiences for a minimum of one (1) week in duration. This may include domestic and international students. The experiences that meet the criteria for study and work abroad are defined in the *Key Terms and Definitions* section below.
- Post-Secondary Students:** Undergraduate post-secondary students pursuing study and/or work abroad experiences that are a minimum of three (3) weeks and a maximum of one (1) academic year in duration. This may include domestic and international students. The experiences that meet the criteria for study and work abroad are defined in the *Key Terms and Definitions* section below.
- Notes:**
1. Two terms on one study or work abroad experience in an academic year will count as one unique experience, which is a headcount of one student.
  2. Two terms on two unique study or work abroad experiences (i.e. one exchange program and an internship) will count as two unique experiences, which is a headcount of two students.

## STUDY AND WORK ABROAD KEY TERMS AND DEFINITIONS

Study and work abroad experiences include the following:

**Exchange Program:** A program of study whereby partner institutions establish a reciprocal agreement or work with an organization that facilitates a reciprocal exchange which enables students to pay tuition at their home institution and to register and study at the host partner institution and where credit may be transferred back to the home institution. The typical duration of an exchange is one or two semesters.

**Experiential Learning:** Educational activities that involve learning outside the classroom.

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**Field School:** A structured group learning experience which takes place outside the classroom in a location acting as a 'home base' for studies. Learning centres on topics which are enhanced by the resources available (cultural, environmental or academic) at or near the field school location.

**Field Study or Trip:** Similar to a Field School but usually of shorter duration and not confined to a single base destination.

**Full Degree:** A partner institution or B.C. degree program offered abroad.

**School Trip:** A not-for-credit trip to one or more international locations at the K-12 level that focuses on language acquisition, cultural learning or sports.

**Service Learning:** An experiential learning experience abroad whereby student activities are aimed at ameliorating a community problem or issue.

**Study Abroad:** An umbrella term representing for-credit out-of-country learning experiences including full-degree, exchange, experiential or service learning.

**Study Tour Abroad:** A short-term, for-credit program abroad which takes students to various locations often with the purpose of comparing and contrasting various aspects of a subject or discipline.

**Summer Camp:** Umbrella term for a short-term program for K-12 students that takes place during a vacation period. Programming typically includes language and cultural studies and may or may not be for-credit.

**Work Experience/Internships Abroad:** A for-credit work placement abroad, usually working in a pseudo-professional capacity, where the primary motivation is educational. Internships may be paid or unpaid.