Off-Campus Study Worksheet
Department of Sociology and Anthropology
Sociology Credit

Important Notes:

- Start with this website: http://www.colgate.edu/academics/departments-and-programs/sociology-and-anthropology/off-campus-study
    - The updated due dates and requirements are listed here.
    - Check out the list of Colgate programs and of SOCI-approved non-Colgate programs.
- Second, consult your SOCI academic advisor.
    - Your SOCI advisor will help you to consider the best fit between your academic goals and available off-campus study experiences. Be open to suggestions that take you in unexpected directions; there are many great programs in Africa, Asia, and Central and South America that build strong connections with SOCI topics and courses. Also seriously consider the potential for language training, even if you don't have much or any experience with a given language; many programs offer intensive language training that will add to your experience abroad and your academic growth.
    - This worksheet is typically completed along with the "Application to Participate on an Approved Program" form available from OCS. Your SOCI faculty advisor may also ask you to complete this form as part of applying for your SOCI major.
    - Fill out a separate worksheet for each program for which you are serious about participating. SOCI recommends that you research 2-3 programs before making a final decision in consultation with OCS and your SOCI faculty advisor.
    - Also make sure that you keep your advisor updated on any changes to your plans for off-campus study. Your choice of programs and courses can change, and staying in touch with your advisor will help to keep him or her informed about your plans and how they impact your SOCI major or minor.
- Third Step: the SOCI Off-Campus Course Advisor.
    - For any course to count toward the SOCI major or minor, it must be approved by the SOCI Off-Campus Course Advisor. This person will also need to sign off on the Registrar's "Application for Transfer of Credit" form.
    - Make sure to bring this worksheet along with you when meeting with the SOCI Off-Campus Course Advisor.
    - Courses taken through a Colgate program need to be approved to count toward the SOCI major or minor, just like other courses do. You will not necessarily receive SOCI credit even though you will gain your graduation credits.
    - For 2017-18, that person is Professor Carolyn Hsu. You can make an appointment with her at chsu@colgate.edu.
- What kind of Off-campus programs/courses get SOCI credit?
    - SOCI does not allow courses from non-approved programs to count toward SOCI majors or minors. Consult the list of approved programs for SOCI available through the OCS website at http://www.colgate.edu/academics/off-campus-study/approved-programs/approved-programs-by-major.
    - SOCI allows for a maximum of TWO courses from approved programs to count toward a major, or ONE course toward a minor, pending approval of your SOCI faculty advisor and the SOCI Chair.
    - For designation of course level (200- or 300-level), your SOCI faculty advisor and the SOCI Off-Campus Course Advisor will consult the guidelines listed at the bottom of this page. Students seeking 300-level credit for a course may need to provide extra documentation to support this request, such as syllabi, assignment guidelines, completed assignments submitted after the courses are completed, etc.

SOAN Dept Standards for 200 and 300-level SOCI courses:
For courses at the 200 level, the Department of Sociology and Anthropology expects the following: a minimum of four written forms of evaluation, which may include (for example) a midterm and final exam and two writing assignments, for a total of 10 to 20 pages of writing. It expects about an average of 50 to 100 pages of reading per week.

At the 300 level, it is expected that student presentations or projects take on greater importance in the overall weighting of class work. The average amount of assigned reading will vary by the content of the course, but a topical course in which much of the reading is descriptive or ethnographic will normally average 100 to 200 pages per week. In addition to a midterm and final exam, students should complete a research project which requires readings or data gathering beyond course readings. The final product should be a 15 to 25 page research paper, or equivalent.

1. Name_____ Class Year: _____ Major: _____

2. Potential Off-Campus Study Program:

Program name: _____ Intended semester and year: _____

Location: _____Provider: _____

Program website: _____

Is this a Colgate program? _____   Is the program on SOCI approved list? _____

3. How will this program support your SOCI major or minor?

(a) How does it connect with your general interests in SOCI? Will the program provide experiences or materials that will be useful for your senior research plans (eg: senior seminar project; honors project, etc)?

(b) Are there specific courses offered through this program that might count for SOCI major or minor credit? Please list them here and attach any supporting information you have, including course descriptions or syllabi.

Course number/name: _____

    SOCI equivalent? (where applicable) _____

    Please provide evidence that this is a SOCI course (if it's not obvious from the title):

    _____

    Describe the major assignments (Ex: There is a midterm (25%), final exam (25%) and 20-page research paper (50%)

    _____

    Course number/name: _____

    SOCI equivalent? (where applicable) _____

    Please provide evidence that this is a SOCI course (if it's not obvious from the title):

    _____

    Describe the major assignments (Ex: There is a midterm (25%), final exam (25%) and 20-page research paper (50%)

    _____