



GUIDELINES

Information for (Potential) German Studies Majors or Minors

Note that students planning to study abroad must normally elect at least one German studies course in each semester prior to their semester or year abroad. Students, who intend to study abroad in a German-speaking country and intend to elect courses taught in German, are also required to elect ***German 214, Crosscultural Learning: Studying in a German-speaking Country***, the course offered every spring semester and designed for students who will spend the following year or a semester during the following year abroad.

Students majoring or planning to major in German studies must discuss their plans with their German studies advisor and with the chair of the Department of German Studies. Students planning to minor in German studies should speak to the chair of the department.

Information for Double Majors or Non-Majors

Discuss your plans to study abroad with the chair of your major department/interdisciplinary program committee. Get assurance (in writing, if possible) to indicate that it would be possible for you to complete the major or minor upon your return to MHC.

Approval of your plan of study does not in itself constitute approval of specific courses to count towards college or major/minor requirements. You must seek such approval from the appropriate department or interdisciplinary program chair. Therefore, it is essential that you keep in close touch with your advisor(s) as you finalize your class schedule abroad, especially if you wish courses taken abroad to fulfill specific major, minor, or general requirements at MHC! Again, get approval in writing, if possible. Upon your return to MHC you will need to have the chair of the department/program sign a permission form in order for a particular course taken abroad to be counted towards a major, minor, or general MHC requirement.

General Information for All

In order to receive full credit for your semester (16 credits) or year (32 credits) abroad, you must take a full-time standard course load each semester. If you are studying under the auspices of a program administered by a U.S. college or university, it is highly recommended that you obtain a letter from the program director stating that you have taken a full-time standard course load each semester. The reason: the number and types of courses you will be expected to take will sometimes differ depending on the program. No credit is given for the "Orientation" course or any course taken prior to the beginning of the university semester. You will receive a maximum of 32 credits for your year (or 16 credits for your semester) abroad, regardless of how many courses you take. You must receive a satisfactory grade (C- or better) in order to receive credit for a course taken abroad. Upon your return to MHC the Registrar's Office will determine the number of credits you will be awarded for your semester or year abroad.

Selection of Courses Abroad

If you are studying under the auspices of a program (e.g., UMass, Smith, IES):

The program will normally offer an orientation course prior to the beginning of the semester. In addition, the program normally offers advising sessions and assists students with course selection. Nevertheless, you should still be in contact with your academic advisor(s) at MHC in order to insure that the courses you ultimately select are appropriate.

If you are studying on the exchange with the University of Bonn:

The University of Bonn is now offering a Bachelor's Degree. However, this is NOT the same as the degree you are earning at MHC. Please consult the [Bonn Study Abroad Program: Junior Year & Austauschprogramm](#) web site for detailed information about advising and registering for courses. There is also information on this page about the [Orientation Course](#), which you will take before the semester begins, as well as a [link to a guide on course selection](#) and a number of other help documents. As an example, here is a link to information about courses and course selection for [Wintersemester 2008-2009](#). If you have any questions at all about course selection, please contact the *Auslandsamt* and, of course, your academic advisor at MHC.

Select courses based on your interests and on the appropriate level after consultation with your advisor. In general, you would take at least four courses each semester that fulfill the equivalent requirements for 200 or 300-level courses at MHC. You must inform the professor/instructor for each course that you will need to receive a grade in the course based on a substantial written assignment (10-12 pages) or writing assignments (2-3 papers of 7 pages) for 300-level credit. Courses taken for 200-level credit must include shorter written assignments or exams that would be equivalent to 200-level courses at MHC. Again, consultation with her major advisor(s) at MHC is crucial for this process. **All papers must be evaluated and graded by the professor who taught the seminar.**

If you are studying on the exchange with the University of Leipzig:

The University of Leipzig is now offering a Bachelor's Degree. However, this is NOT the same as the degree you are earning at MHC.

You will participate in an [Orientation Course](#) before the semester begins. Your contact person in the *Akademisches Auslandsamt* will be [Jane Moros](#). She will provide you with one-on-one academic advising as you begin to select your courses. Ms. Moros also knows what Mount Holyoke requires of its exchange students. In addition to Frau Moros, you should also feel free to contact [Prof. Dr. Ilse Nagelschmidt](#) in the *Institut für Germanistik* for advice on course selection and anything else related to academics. However, you should still always consult with your academic advisor at MHC before you finalize your course selection. Here are links to the current *Vorlesungsverzeichnis* (course catalogue) at the University of Leipzig: [Vorlesungsverzeichnis](#) (in German). Note that each subject has a *Kommentiertes Vorlesungsverzeichnis* offering more details on the various courses. Here is also a link to descriptions of the various [Studienfächer](#) (majors in English).

Select courses based on your interests and on the appropriate level after consultation with your advisor. In general, you would take at least four courses each semester that fulfill the equivalent requirements for 200 or 300-level courses at MHC. You must inform the professor/instructor for each course that you will need to receive a grade in the course based on a substantial written assignment (12-15 pages) or writing assignments (2-3 papers of 7-10 pages) for 300-level credit. Courses taken for 200-level credit must include shorter written assignments or exams that would be equivalent to 200-level courses at MHC. Again, consultation with her major advisor(s) at MHC is crucial for this process.

Credit Transfer

While abroad, consult with your advisor periodically to verify that your courses will count toward the major/minor. German courses taken abroad for which you wish to receive credit towards the major or minor must be approved by the Department of German Studies upon your return to the College. You will

not be able to count courses towards the major (32 credits) or minor (16 credits) unless these courses are approved by the department. It is important to save all course descriptions, syllabi, reading lists, exams and papers written for your courses so that the department can evaluate each course to determine whether or not a course (e.g., in history, politics, film, etc.) can be counted towards the German studies major or minor.

Courses taken in disciplines other than *Germanistik* or *Deutsch als Fremdsprache* may not count towards the major or minor, even though they are taught in German. If you are taking such a course and wish to have the credit count towards the German studies major or minor, please contact your advisor or the chair of German studies while you are in Germany.

In order to receive 300-level credit in German studies for courses taken abroad, students should present a portfolio to their German studies advisor upon their return in the fall. This portfolio should include a syllabus or reading list for the course, as well as copies of the paper(s) written. Only courses for which a student has written a longer seminar paper (at least 10 pages in German) or several shorter papers (5 pages in German) will be considered for 300-level credit. The papers must have been evaluated and graded by the professor who taught the seminar.

Please note that no credit will be granted for a course taken at any level if you have only taken an oral exam or audited a course. You must receive a grade in each course.

Remember that you are required to take at least one German studies course in each semester (fall and spring) of senior year, even if you have earned enough credits for the German studies major! Of course, you must elect the senior seminar (German 325) in the spring of your senior year.

****Important** Information about Transcripts**

Remember that it is your responsibility to make sure that an official transcript is sent to the Registrar's Office. This ***may*** not be done automatically.

Also, we strongly suggest that you request at least five (or more) additional transcripts for your own records. The MHC Registrar does not save transcripts from study abroad programs after the credits have been posted to your MHC transcript. The programs under whose sponsorship you study abroad may not save transcripts. The *Auslandsämter* at German universities definitely do not archive transcripts, so you won't be able to request a transcript after you leave Germany. If you plan to apply to graduate school at some point in the future, it is likely that you will be required to submit a transcript from your year abroad.

Please note that it is becoming more and more common for German universities to charge for copies of official transcripts. For instance, the University of Bonn charges a 20 Euro processing fee and 5 Euros per copy of an original official transcript. Do ask about any such charges before you order transcripts.