

# Global Engineering Education Exchange



## PROGRAM OF STUDIES FORM

### INSTRUCTIONS

#### **STUDENT:**

Please complete all sections marked “STUDENT.” DO NOT complete any sections inside boxes. Then give this form to your Global E<sup>3</sup> faculty advisor. He or she will then review the courses you have chosen on this form, and will sign to indicate that these classes represent an appropriate course of study for you. You must then give this form to your campus Global E<sup>3</sup> contact, who will send your completed application to IIE.

#### **Global E<sup>3</sup> FACULTY ADVISOR AT HOME INSTITUTION:**

Please review the courses that your student has chosen, and sign the form ONCE to indicate that you agree with the student’s choice of courses. Please also be sure to PRINT or TYPE your name and contact information. Please then give this form back to the student, so that he or she can include it in the Global E<sup>3</sup> application. Once a placement in the host country has been made, the prospective host university will review this form and suggest courses for the student that match his or her choices. This form will then be returned to you. **You must review the suggestions made by the host university contact in order to ensure that the student will receive credit for taking those suggested courses at the host university.** If necessary, please consult with other faculty members at your institution to ensure that the host university courses meet your requirements. When you have determined that the student will receive credit for the host university courses listed on this form, please sign the form AGAIN to indicate this, and return the form to the campus Global E<sup>3</sup> contact. If you do NOT agree with the courses suggested by the host institution, please contact the host institution Global E<sup>3</sup> faculty DIRECTLY.

#### **GE<sup>3</sup> FACULTY AT HOST INSTITUTION:**

Please complete all boxed areas marked “HOST INSTITUTION.” Please review this form and note the courses selected by the student, including the course syllabi or other supporting materials on those courses. You are then asked to suggest corresponding courses that match the student’s choices. If there is no appropriate matching course at your institution, please indicate this on the form. Please then sign this form and PRINT or TYPE your name and contact information. Then, return this form directly to the Global E<sup>3</sup> faculty advisor at the student’s home institution. That person will review your suggestions, communicating with you where appropriate, and will determine whether or not the student can receive credit at home for the courses taken at your institution.

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STUDENT

Student Name \_\_\_\_\_

family

given

middle

Home Institution \_\_\_\_\_

HOST INSTITUTION

Host Institution \_\_\_\_\_

STUDENT

*ON THE LEFT HAND SIDE, please list courses offered at your home institution for which you would like to find corresponding courses at your Global E<sup>3</sup> host institution. Please indicate if the course is necessary for your participation in the program (ie, you will not accept a Global E<sup>3</sup> placement without an equivalent for this course). **Please attach a course syllabus for each course listed below.***

DESIRED COURSES  
(Name and number)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Is this course necessary for  
your participation in Global  
E<sup>3</sup>?

- |     |    |
|-----|----|
| YES | NO |

COURSES

(please attach a description or syllabus for each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

CORRESPONDING

# Global Engineering Education Exchange



## PROGRAM OF STUDIES FORM

STUDENT

Student Name \_\_\_\_\_

Please describe any additional courses that you would like to take overseas, and which may not be part of your normal engineering curriculum.

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HOST INSTITUTION

Please suggest courses which correspond to the optional courses described above.

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HOME INSTITUTION GLOBAL E<sup>3</sup> FACULTY ADVISOR

(please print)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Please sign immediately below when you have reviewed your student's course selections. This confirms that your student has selected appropriate courses for his or her period abroad.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign immediately below when you have reviewed the courses selected by the host institution. This confirms that your student will receive credit at home for taking these courses at the host institution.

Signature \_\_\_\_\_ Date \_\_\_\_\_

HOST INSTITUTION GLOBAL E<sup>3</sup> CONTACT

(please print)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Please sign immediately below after you complete this form by suggesting corresponding courses to the student's course selections. This confirms that the student will be able to take these courses during his or her period of study at your institution.

Signature \_\_\_\_\_ Date \_\_\_\_\_