

**University Program
H&A Signature Program
Requirements and Guidelines**

In order to receive credit for the Off-Campus Experience requirement of the Humanities and Arts Program, students must complete a 150-hour internship, take a 10-day educationally-focused foreign trip, or attend a university residency program. *If you have decided to take the latter option, see the Program Coordinator to ensure that your university program qualifies to fulfill this portion of the program.*

Requirements: The program must be held at an accredited university and at least one course you take must be in a humanities or arts area. The program should be at least 10 days (two weeks) in length. You may either live at home OR stay on campus during the program.

Once your university program is approved, you must complete the following tasks in order to be formally granted program credit:

- 1) While on campus, keep a **daily journal** of your activities and thoughts about anything you are doing or seeing. Some ideas: descriptions of the coursework, the teachers/professors, your classmates, your dorm room, your late-night pizza-eating frenzies, etc. ☺ Please note, the journal will NOT be collected because it is your private space; however, you should use your journal to write your reflection.
- 2) In a **three-ring binder**, place the following (in this order):
 - a. **Cover sheet** with title of program, the university, your name, and the dates of your experience
 - b. A **copy of your acceptance letter or receipt** for the program
 - c. A **copy of the program brochure** (may be downloaded from the internet) with the course(s) you will be taking. At least one course must be in a humanities or arts related area.
 - d. **1500-word reflection** (5-6 pages double-spaced) of your experience. Use your daily journal to help you with this reflection. You may write this reflection in a variety of ways (as a chronological reflection; a description of some or several aspects of campus life – food, dorm, friends; discussion of the coursework and what you learned, etc.) This is a personal reflection, so you may use first person, but please remember that your audience is the Program Coordinator, so your tone and word choice should be fairly formal.
 - e. **Copies of some of the material you completed** for your courses. This part may include copies of essays, workbooks, papers, homework, playbills, etc. If you took an arts course of some kind and have no paper trail, please submit photographs of your activities (3-5 would be appropriate: please label them with captions).
 - f. A copy of your **transcript** or **course completion certificate**.

The **due date** for the UP binder is **September 20** (or the first school day following that date). Please submit the binder to the Program Coordinator in Room 130A.