



Study Abroad and Global Engagement

SOUTHEASTERN LOUISIANA UNIVERSITY

Student Contact Hours Sheet for Study Abroad/Away Faculty-Led Program

Program Title:

Term:

Course(s):

Total # Credits:

IMPORTANT:

- A sample Contact Hours sheet is available online.
- A minimum of 12.5 hours is required *per credit*.
- Contact hours may include class time, guest lectures, academic visits, field trips/excursions, group learning activities, general or program specific orientation meetings, research, service-learning activities, community projects, other academic activities, and cultural activities or visits conducted **prior to, during, and/or after** the 'in location' program dates, as long as they directly relate to the student learning outcomes for the course.
- Contact hours may NOT include travel time and meals unless a specific instructional or learning activity (group discussion, lecture, group debrief, team-building activity) is being conducted during that time.
- Each specific activity should be listed for each day of the program with the corresponding number of contact hours.
- A maximum of 6 to 8 hours of program per day is recommended.
- Include some free time for individual cultural exploration, reflection, and down time.

INSTRUCTIONS: List the individual activities and corresponding # of contact hours (see permitted activities above) for each day of the proposed program (including activities and assignments prior to, during, and after the 'in location' days):

| Date | Location | Program Activity | # Hours |
|------|--------------|--|---------|
| | Southeastern | Pre-departure orientation (conducted in coordination with the SAGE Office) | |
| | Southeastern | Pre-departure orientation | |
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| | Departure US | | 0 |
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| | | Course Content Delivery | |
| | | Additional Enrichment Experiences | |