Global Studies Student Handbook

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1. Introduction to the Center for International Education at UWM

Welcome to UWM’s Global Studies Bachelors of Arts Degree Program and the Center for International Education (CIE)!

International education at the University of Wisconsin-Milwaukee (UWM) encompasses an array of programs and experiences – academic study and research, internships and service learning, extracurricular programs and social interaction – that expand our understanding of the world beyond our borders. The Center for International Education (CIE) provides the framework for students to make connections between the global and the local, the national and the international, and to explore these within different kinds of educational experiences.

CIE is comprised of the following program areas:

- **Academic Programs** – CIE administers and provides advising for the Global Studies undergraduate degree program and the International Studies major, along with international certificate programs including Peace Studies and Conflict Resolution, Middle Eastern and North African Studies, Asian Studies, French and Francophone Studies and Russian and East European Studies. Main contact: Christine Wolf (cawolf@uwm.edu, 414-229-4846).

- **Study Abroad** – CIE assists students who wish to study abroad. If you would like to explore your options and set up an appointment, email overseas@uwm.edu or call (414) 229-4846.

- **Institute of World Affairs (IWA)** – Through CIE, IWA provides a wide variety of foreign affairs programming for UWM students, faculty and staff, and also the wider Milwaukee community of teachers, businesspeople, etc. Programs include the annual Kennan Forum, Fireside Forum Lecture Series, the Wisconsin High School Model United Nations, and the International Focus television show. IWA often seeks student interns; if you are interested in applying for a position, contact Rachel Schrag (rschrag@uwm.edu, 414-229-3220).

- **International Student & Scholar Services** – CIE assists the approximately 750 students and scholars from around the world studying or doing research at UWM, by managing international student admissions, and providing immigration advising and comprehensive orientations.

CIE’s offices are located in the first floor of Garland/Pearse Hall at 2441 E. Hartford Avenue. The CIE main telephone line is (414) 229-4846.

2. Overview of the Global Studies B.A. Degree Program

Combining the strengths of a liberal arts foundation and pre-professional training, the **Bachelor’s Degree in Global Studies** offers a rigorous interdisciplinary program with latitude to accommodate a wide range of individual interests and needs. The program offers five major tracks – **Global Communications, Global Management, Global Security, Global Sustainability, and Global Urban Development**. Declared Global Studies majors choose one of these tracks; students from all tracks are required to take three Global Studies ‘core courses,’
upper division Global Studies core courses, eight semesters of foreign language, study abroad, and an overseas internship.

2.1 History
The University of Wisconsin-Milwaukee (UWM) has a long-standing tradition of strong support for international studies and currently serves as the UW System’s International Gateway for established and emergent international programs. With a mission emphasizing both international education and campus/community partnerships, UWM has over forty years’ experience providing academic and public education programs that focus on the global economy, international politics, security, technology, and other transnational issues.

In 1999, the State Legislature and the Board of Regents recognized UWM’s statewide role in international education by selecting UWM as the site for a groundbreaking, new Bachelor’s Degree in Global Studies – the first degree program of its kind in the nation. As our society becomes increasingly interconnected with other parts of the world – and more aware of the impact of global trends and processes that have long influenced our lives – this program seeks to give degree students the academic preparation to confront future challenges and take advantage of emerging opportunities.

The Global Studies degree program has been approved by the UW Board of Regents, UWM's Academic Program and Curriculum Committee, UWM's Letters & Science and Business Course and Curriculum Committees, and the CIE Academic Programs Advisory Committee. The Global Management track of the Global Studies degree was the first to be implemented in 2003. In 2006, the three additional tracks were formally approved to accept students. As of Spring 2012, there are over 300 students in the program and there have been more than 100 graduates in the Cities (now Urban Development), Communications, Management and Security tracks.

2.2 Administrative Structure
The BA Global Studies is an interdisciplinary degree program of the College of Letters and Science and several of UWM’s professional schools and is administered by CIE. The degree consists of thematic tracks that share a common core curriculum. The specific requirements for each track vary according to the track’s pre-professional emphasis.

Participating Schools/Colleges: The following UWM schools/colleges are current participants in the Global Studies Degree Program:

College of Letters and Science
School of Architecture and Urban Planning
Sheldon B. Lubar School of Business
School of Information Studies

Awarding of Degrees: All students are awarded the Bachelor of Arts in Global Studies; the transcript will reflect the student’s track.
3. Academic Advising

3.1 Center for International Education’s Advising Mission
The Global Studies advisors within the Center for International Education assist students with identifying and achieving their educational and career goals by engaging in quality, student-centered advising that prepares students to become engaged and active global citizens.

- We view advising as a teaching and learning process between students and advisors that fosters informed, independent decision-making in a supportive environment.
- We view co-curricular experiences as integral to career and academic development. We encourage students to seek opportunities outside of the classroom that advance their understanding of the diverse world around them.
- We believe that academic advising is a collaborative process, and ultimately, the student is responsible for their educational experience.

3.2 Global Studies Advisor
Christine Wolf
Garland Hall 111, (414) 229-4846
cawolf@uwm.edu

3.3 Expectations of Global Studies Students
It is expected that Global Studies students respect the following guidelines:
- Students are expected to make every effort to keep appointments or call and cancel. Walk-in appointments may not be possible; email or call ahead.
- **Check your UWM email on a daily basis.** Important notices regarding course offerings/cancellations, etc. are often sent only via email.
- **Monitor your PAWS account on a regular basis.** Make certain that you have your current address and telephone number listed. Your PAWS course schedule is always the most current. Most importantly, not responding to indicators in PAWS (such as payment due notices) could cause you to be dropped from your courses, or place a hold on your graduation.
- Meet with a Global Studies advisor **EVERY** semester.
- Be familiar with the Global Studies policies, procedures and deadlines as outlined in the Undergraduate Catalog, Global Studies Handbook and every semester’s Schedule of Classes.
- Your Global Studies major should be declared once you reach 56 credits. Set up an appointment with your Global Studies advisor to declare.
- **Students must respect the decisions of advisors concerning which courses fit into their major plan.** Plan in advance in order to avoid taking courses that don’t count toward Global Studies and always get advice from your advisor before choosing a study abroad program. It will make things much easier for you!

3.4 Expectations of Global Studies Advisors
There are certain things that you, as a Global Studies student, should expect from your major advisors, they include:
- **Keep regular and convenient appointment times,** updated when revised and posted on the website.
- **Reliability in keeping appointments** and early notification if rescheduled.
- **Accurate and helpful information** pertaining to courses and academic planning, and taking student goals into consideration when offering advice.
• **Frequent emails** informing students of upcoming internship, scholarship and event opportunities (to be sent to UWM email addresses, if you have not been receiving these, contact your advisor).
• **Confidentiality** of your academic and personal information.
• Aid in student-faculty conflicts whenever possible.
• Suggestions on how to approach learning difficulties.
• Respect of your needs and ambitions as a student.

4. Global Studies B.A. Degree Requirements

4.1 Admission to the Program
Admission to the Global Studies degree program is open to all UWM undergraduate students. Students who have completed 56 credits are eligible to complete the declaration of major form with the academic advisors in the Global Studies program office. The chosen major track must be specified when the major is declared.

4.2 Degree Core Courses
All Global Studies students must complete the following requirements:

A. Three foundational Global Studies Core Courses (9 credits):
   **Global 101: People and Politics (SS)**
   - Explores globalization as part of a longer historical process of transformations, analyzing the political, economic, social, historical, and cultural patterns that are defining the modern world – its ‘peoples’ and its ‘politics’
   **Global 201: Economics and the Environment (SS)**
   - Explores the relationships among international trade and new challenges to environmental, health, and labor standards worldwide
   **Global 202: Globalization and Information Technology (SS)**
   - Discusses how the world economy, natural and built environment, and global monetary systems are intertwined

B. ‘World Regions’ course (3 credits) - One of the following:
   **Geography 110: The World - Peoples and Regions (SS)**
   **History 132: World History since 1500 (HU)**
   **Political Science 106: Politics of the World’s Nations (SS)**

4.3 Foreign Language
All Global Studies students are required to complete the equivalent of eight semesters of a foreign language, with the goal of attaining foreign language competency. For native English-speaking students, there are two options to meet this requirement:

1. Single Language: Students must complete eight semesters* of one foreign language other than English.
2. Two Languages: Students must complete the first through sixth semesters of a foreign language other than English; in addition, they must complete two semesters of a second language other than English.

*Note: Courses fully (100%) taught in language fulfill a semester of language requirement.

**Note: If you are a non-native English speaker, please consult with your Global Studies advisor regarding this requirement.

4.4 Study Abroad
Global Studies students are required to study abroad, for the equivalent of one semester**, in order to fully immerse themselves in a foreign culture for a significant period of time and understand the complex effects of globalization. Additionally, study abroad challenges students to become proficient in a foreign language and improves their chances to pursue an international career path.

As a Global Studies major you are expected to study abroad in a country whose primary language is the one that you are studying. The best way to improve your language skills is to immerse yourself in a land where the language is spoken. Students who have experienced language immersion programs always come back far more fluent in their language than their classmates in an American classroom setting. It is also the best way to assimilate the culture of a country and is an important aspect of learning to communicate.

Study abroad arrangements are coordinated by the Study Abroad office of CIE. Global Studies students should consult with the Study Abroad office (overseas@uwm.edu, 414-229-4846) to find out what options are available through UWM-sponsored or approved study abroad programs. Choosing one of these programs facilitates selecting courses that will count for credit towards the Global Studies major. Upon choosing a study abroad program, students should consult again with one of the Global Studies advisors.

**Note: Please note that the study abroad requirement is 12 credits of coursework. If you fail a course abroad you will not receive the credit for that course, which means you will be liable for making up any remaining credits abroad.

4.5 International Internship (See also pages 16-27 for detailed curriculum)
All Global Studies students are required to complete a three-credit, graded overseas international internship. An international internship is an example of experiential learning that takes place in another country for a specified period of time. The internship may be a component of an established study abroad program, in conjunction with an inter-institutional student exchange agreement, or an independently arranged position with registration for credit through Global 489 (see page 39). Internships for academic credit must fulfill the minimum requirements listed below, and be arranged through the proper channels with the approval of the concerned parties and in compliance with the UW-System Health and Safety Guidelines. Students registering for an independent internship (Global 489) are required to register with CIE’s study abroad office and pay the fees for administration and health insurance.

Beginning January 1, 2015 a $200 online course fee will be assessed to each student who enrolls in Global 489 in order to complete the academic component of his/her overseas internship. This online course fee defrays a small portion of the expense the Global Studies program incurs in administering Global 489. The fee does not apply to students who enroll in internships for which academic credit is awarded by the internship program provider.
Fees will be payable in conjunction with mandatory study abroad administrative fees as specified by the Center for International Education's Study Abroad Office.

If you have any question, please do not hesitate to contact your Global Studies Advisor: Christine Wolf (cawolf@uwm.edu)

International internships should include these three elements:

**Job experience:** A structured experience (the actual internship work) consisting of pre-determined short-term activities contributing to a meaningful long-term project.

**Learning activities:** Evidence that the experience and coursework are connected and integrated with one another and further the intern’s stated learning goals. Ideally, the student intern should meet regularly with a faculty member/advisor knowledgeable about the field in which the internship takes place. In some cases, when the internship credits are earned as part of a course at a partner institution, there may be an accompanying internship seminar providing student interns with an opportunity to reflect on their work in a classroom context. The internship work must fulfill GS requirements and standards in order to be worthy of academic credit.

**Assignments and evaluation:** Evidence of evaluation of the learning process in order to assign grades and credits for the experience. Evaluation of the student intern comes from both the on-site supervisor who assesses the student’s professionalism and work-related progress, and from the supervising internship advisor who is responsible for assigning grades for written work such as journal entries and a final internship portfolio.

**Credits and Contact Hours:** 3 credits = a minimum 160 hours at placement site (e.g., 10 hours/week for 16-week semester, or 40 hours/week for one month during the summer)

*Global Studies students must have their internships pre-approved by the Global Studies program academic advising office, to confirm that all requirements are met. The Global Studies Internship Advisor is Christine Wolf (cawolf@uwm.edu, 414-229-4846).*

**4.6 Travel Safety Advisory Committee**
All education abroad experiences, including but not limited to study abroad, internships, and research, for which a student will receive UWM academic credit and/or funding (i.e. scholarship funds, travel grants), are subject to review by UWM’s Travel Safety Advisory Committee (ITSC). Students should begin their planning by personally checking the State Department Travel Warnings/Alerts (www.travel.state.gov) and consulting with their academic advisor and staff in the Center for International Education Overseas Programs Office (Pearse 166; overseas@uwm.edu). Please note that locations subject to review are not limited to those under the State Department Warnings; there may be additional locations that require review and approval by the ITSC. The Director of Overseas Programs will make a determination as to whether or not ITSC review is warranted. The planning process must allow for at least one month for this review, if such review is deemed necessary.

**4.7 Track Core Requirements**
All Global Studies students may choose from the following six tracks:
- Global Communications
- Global Management
- Global Security
- Global Sustainability
4.8 General Education Requirements
All Global Studies students are required to complete the following GER distribution:
3 credits (A) Arts
3 credits (&) Cultural Diversity
12 credits (HU) Humanities (World Regions course Hist 132 also has HU assigned credits)
12 credits (SS) Social Sciences (Degree core courses - Global 101, 201 & 202, World Regions courses Geog 110 & Pol Sci 106 also have SS assigned credits)
6 credits (NS) Natural Sciences 6 credits, 3 of which need to include a lab (NS+)

5. Grievance/Grade Appeal Procedure for Global Studies Courses

5.1 Informal Resolution of Grievance/Grade Appeal
According to UWM Policies and Procedures 1.02(1), “the University Faculty has charge of all educational matters which concern more than one college, school or division, or which are otherwise of general interest.” UWM Policies and Procedures 2.03(1) states that the College faculty has the duty and power “to control matters involving scholarship, including the advancement of students, and dismissal for defective scholarship.” For each course, the Faculty (in S-28 of “Selected Academic and Administrative Policies”) has invested in the individual instructor-of-record for a course the responsibility for evaluating student work in the class and assigning grades. Faculty members, graduate teaching assistants (GTAs), or other instructional staff also may interact with students in the classroom or in the advising process. On certain occasions, students may experience actions on the part of a faculty member, GTA, or other instructional staff member assigned to the course that cause the student to consider filing a grievance or grade appeal. Many such situations arise as the result of misunderstanding or incomplete information. The majority of situations in which students consider taking a formal action are resolved informally. If the situation involves a teaching assistant, the student first should discuss the situation with the TA. If the situation is not resolved to the student’s satisfaction, the student should discuss the matter with the supervising instructor for the course. If the difficulty cannot be resolved informally, the student has thirty (30) working days from the date of the instructor’s action to initiate a formal appeal as indicated below. Therefore, efforts to reach an informal resolution should be initiated as soon as possible.

5.2 Formal Grievance/Grade Appeal Procedure
Step 1: Within thirty (30) working days from the date of the action prompting the appeal or grievance, the student may file with the Global Studies Program Coordinator or his/her designee a written statement of appeal. The statement should describe relevant facts surrounding the appeal/grievance and identify actions that will resolve the problem to the student's satisfaction. In response to this statement, the Director or designee will meet jointly or individually with all parties in an effort to resolve the problem and will prepare a written “mediation report” of the results of his/her mediation efforts. The report will be given to both the student and the faculty member, and both the statement of appeal and the mediation report will be retained in CIE’s files. If a proposed resolution is agreeable, the student will be asked to indicate formally that the matter is resolved. If the proposed resolution is not acceptable to
either the student or the faculty member, or if no resolution has been proposed, then the process continues to Step 2.

Step 2: If the situation is not resolved in the Step 1 process, the student or the faculty member may request, within ten (10) working days of receiving a copy of the written mediation report, that the Global Studies Program Coordinator or designee send the appeal/grievance to the Global Studies Advisory Committee. The committee will gather and consider all information it deems appropriate, afford the student and the faculty member an opportunity to present their cases, and recommend a course of action in its own report. The report will be given to both the student and the faculty member, and a copy will be retained in CIE’s files. If a proposed resolution is agreeable, the student and faculty member will be asked to indicate formally that the matter is resolved. If the proposed resolution is not acceptable to either the student or the faculty member, or if no resolution has been proposed, then the process continues to Step 3. Both the student and the faculty member will be informed that the decision arising from Step 3 is final.

Step 3: If the situation is not resolved in the Step 2 process, the student or the faculty member may request, within ten (10) working days of receiving a copy of the written report from the Global Studies Advisory Committee, that the appeal/grievance be referred to the Office of the Dean. For students in pre-Global (intended major or undeclared) status, the Dean’s Office of the College of Letters and Science has jurisdiction. For students in Global (declared major) status, the partner school/college has jurisdiction. The Dean, or his/her designee, will review all documents, independently consider all information s/he deems appropriate, afford the student and the faculty member an opportunity to present their cases, and decide on a course of action. Following evaluation at this level, the decision of the Dean (or his/her designee) is final.

While due consideration will be given to summer or other recess periods, failure by the student or the faculty member to meet any of the prescribed deadlines terminates the appeal procedure.

6. Appeals of Academic Requirements/Administrative Actions

Global Studies defines an academic appeal as a request for an exception to an established policy or rule. Appeals of academic requirements may proceed through a two-step procedure. A student who chooses to appeal an academic requirement initiates the appeal with his or her Global Studies Academic Advisor.

The assigned full-time Global Studies Academic Advisors are authorized to review the following requests:

- Late adds of GLOBAL courses (with instructor’s approval)
- Late withdrawals from GLOBAL courses (with instructor’s approval; written documentation required)
- Second repeats of GLOBAL courses (with instructor’s approval)
- Credit transfers from summer foreign language institutes
- Credit transfers for external coursework
- Foreign language requirement waivers
- Study abroad requirement waivers
- Overseas internship requirement waivers
- Prerequisite waivers for GLOBAL courses (with instructor’s approval); prerequisite waivers for non-GLOBAL courses must follow the appeals procedure of the school or college offering the course
- Class standing (junior standing) waivers for GLOBAL courses (with instructor’s approval); class standing waivers for non-GLOBAL courses must follow the appeals procedure of the school or college offering the course

Other requests not noted in the list above will be addressed following the Letters & Science procedures for pre-Global (intended or undeclared) students, or the professional school/college partner procedures for Global (declared) students.

The Global Studies Program Coordinator is authorized to review other appeals not included in the above list, brought forward from the Global Studies Academic Advisors.

Appeals decisions will follow the precedent of the College of Letters and Science or the respective professional school partner for the major track. If a student is in pre-Global (intended major or undeclared) status, the precedent of the College of Letters and Science will be followed; Global (declared) status students’ appeal decisions will follow the precedent of the respective professional school/college partner, where applicable.

Step 1: Students appealing an academic requirement or administrative action must do so in writing to the agent that has been authorized to review the requirement or action being appealed. Letters should state the exact nature of the appeal, indicate the solution sought, and include any supporting documentation.

Step 2: If a Step 1 decision by one of the Global Studies Advisors or Global Studies Program Coordinator is negative, the student may file an appeal citing new information to the next appropriate party – the Global Studies Program Coordinator or the Global Studies Advisory Committee. This appeal must be submitted within 30 days of the date of the letter notifying the student of the appeal decision.

**Any decision by the Global Studies Advisory Committee is final.** All appeal requests and decisions are to be recorded by CIE. The appropriate individual or committee is required to prepare appropriate documentation for an annual review of all decisions by the Global Studies Advisory Committee to ensure consistency and accountability.

### 7. Academic Action and Misconduct Policies

If a student is in pre-Global (intended major or undeclared) status, the College of Letters and Science Academic Action Policy will be followed. Global (declared) status students will follow the policy of the respective professional school/college partner, where applicable.

For further information on the College of Letters and Science (L&S) Academic Action Policy, please visit the L&S web page with Frequently Asked Questions: [http://www.uwm.edu/letsci/services/faq.html](http://www.uwm.edu/letsci/services/faq.html). Consult with your Global studies advisor if you have additional questions, or need to reference the policies of the other professional school/college partners.
8. Steps for Graduation

8.1 Meet with your Advisor
If you have not met with your academic advisor recently, it is recommended that you contact your Global Studies advisor prior to completing your application for graduation to verify that you will satisfy all requirements for your degree.

To be a candidate for the Global Studies Bachelor of Arts Degree, students must satisfactorily complete the following:

- A minimum of 120 undergraduate credits in courses numbered 100 through 500; the total credit amount must include at least 36 credits in upper-division L&S courses (numbered 300 or above).
- The General Education Requirements, university requirements and all major and track-specific requirements.
- A minimum GPA of 2.0 or better overall; Global Studies students are also required to earn a GPA of 2.5 or better in the Global Studies major core courses and courses required for their track.
- The last 30; 45 of the last 60; or any 90 credits must be earned in residence at UW-Milwaukee.

Degree audits to clear Global Studies students for graduation are performed by the College of Letters and Science.

8.2 Deadline for applying for Graduation
For your name to appear in the commencement book, apply by the graduation application deadline. The Graduation Processing Unit sends out an e-mail notifying students when the application is accessible, but you will need to go to your PAWS account to apply for graduation. If you are graduating in:

- Fall/UWinterIM you must apply no later than the 3rd week of September
- Spring/Summer graduation apply no later than the 2nd week of February

8.3 Graduation Fee
A $40 graduation fee is assessed of both graduate and undergraduate degree students at UWM and is used to defray the cost of processing candidates for graduation, printing and mailing diplomas, and conducting the commencement ceremonies. The graduation fee is required whether or not you choose to attend the ceremony.

You will be billed the graduation fee by the Bursar's Office sometime during your last semester. If you have outstanding library fines, parking fines, or other fines, your graduation fee will be applied to your older outstanding obligations first. If you would like to verify charges on your student financial record log into your PAWS account and click on Financial Services and view your account.

8.4 Commencement Information
The graduation commencement ceremonies are held in both May and December. Students who graduate in May and at the end of the summer sessions may participate in the May commencement and December and UWinterIM graduates may participate in December commencement.
Two or three weeks prior to the graduation date you will receive a letter from the Secretary of the University's Office with the specific commencement information on the time and location for the Commencement Ceremony. If you do not receive this letter or misplace it please contact the graduation processing office at 414-229-6571 or stop by Mellencamp Hall, Room 212.

8.5 Ordering Cap & Gown
The graduation fee does not cover the cost of the cap and gown worn at commencement. Graduates who choose to participate in the commencement ceremony will be required to purchase the cap and gown. Caps and Gowns may be purchased through Jostens online (http://www.jostens.com) or by phone (1-800-854-7464). Caps and Gowns will be shipped to the graduates mailing address.

8.6 Check your UWM email account
The graduation processing office and the UWM bookstore notifies students of important graduation related information via their UWM email. Please check your UWM email account throughout the semester for notification and reminders of the graduation application deadline, how to order your cap and gown, etc.

8.7 Honors in the Global Studies Degree
Honors in the Global Studies Degree is different from all-university honors and signifies that a student has attained a significant level of achievement in their specific academic program. While the exact number of students who receive Honors in the Global Studies Degree will vary from year to year, on average recipients can be considered to rank among the top 10 percent of Global Studies graduates. Eligibility requirements for Honors in the Global Studies Degree are:

- GPA of 3.0 or higher for all graded UWM credits attempted;
- GPA of 3.50 or higher for all courses required in the Global Studies degree;
- GPA of 3.75 or higher for all upper-level courses required in the Global Studies degree (minimum of 15 credits);
- GPA of 3.75 or higher for all Global courses (minimum of 18 credits).

Non-UWM/transfer credits are excluded from GPA calculations for Honors in the Global Studies Degree.

8.8 Diploma
Approximately eight to ten weeks after commencement your diploma and a copy of your final transcript will be mailed to your mailing address on record. To verify or change your mailing address, please use the PAWS computer system. In general, diplomas are mailed in the:

- 4th week in February for December graduates
- 2nd week in March for UWinteriM
- 4th week in July for Spring graduates
- 4th week in October for Summer graduates

9. Career Information
UWM's Career Planning & Resource Center offers counseling to help you identify a career that matches your interests, values and skills. In addition, the center provides assistance with career
research, resume development and interviewing preparation. Business students (including Global Studies majors in the Global Management track) may also wish to visit the Career Services Center at the Sheldon A. Lubar School of Business.

All students who are interested in an international career should consider taking the International Studies Course 260: Intro to International Careers, normally offered each spring. This course allows students to investigate a wide variety of international career options by bringing in guest speakers from international business, government (e.g. State Department), global health, teaching English as a second language (ESL), international law and mediation/peacebuilding, etc.

CIE welcomes professionals who would like to inform students about their careers in an international field. If you have a contact for a speaker that you would like to pass along, please email Christine Wolf (cawolf@uwm.edu).

Useful links to assist with exploration of international career options are posted on the “Career Resources” page on CIE’s website (http://www4.uwm.edu/cie/futurestudents/8/).

**Important note:** International students (i.e. non-US citizens or permanent residents) with employment-related questions should consult with International Student and Scholar Services (ISSS) at (414) 229-4846 or isss@uwm.edu.

10. Student Involvement

10.2 AIESEC
AIESEC (pronounced “eye-sec”) is a student organization that promotes international cooperation and understanding, mainly by facilitating overseas internship opportunities. Please contact aiesec.mke@gmail.com for further information.

10.3 Other Cultural Student Organizations
UWM is home to a wide array of cultural student organizations, from the Armenian Student Association, the Persian Cultural Organization to the African Student Association. For a complete listing contact the Center for Student Involvement (activities@uwm.edu or 229-5780).

11. Campus Resources

11.1 Foreign Language Tables
Almost all language programs at UWM have a weekly language table. At the language table students from all levels get together over coffee and snacks to practice their language skills in an informal setting. Native speakers of the language are often invited to give students the chance to converse with someone from the country where the language is spoken. For information on specific offerings contact your language department.

11.2 Panther Academic Support Services (PASS)
PASS provides UW-Milwaukee undergraduates a variety of academic support services to empower them to learn, achieve, and succeed in college. All programs are free of charge and are offered to all currently enrolled UWM students.
PASS offers an array of tutoring options (group, walk-in and online), study groups and Supplemental Instruction, a program especially designed for large lecture classes. PASS is located in Bolton Hall, room 180 (pass@uwm.edu or 229-3726).

11.3 Student Success Center/First Year Center
The Student Success Center is the one stop where you can find all the information about valuable resources on campus. They offer help with writing, technology, effective use of the library and Internet, getting along with roommates, finding your way around Milwaukee, relieving stress, and even managing your money! The First Year Center is also home base to the Campus Ambassadors and Mentors who, during the academic year, will reconvene their orientation groups, meet one-on-one and maintain communication with their first-year students. The Student Success Center/First Year Center is located in Bolton Hall room 120 (fyc@uwm.edu or 229-5385).

11.4 Accessibility Resource Center
The UWM Student Accessibility Center’s (ARC) mission is to create an accessible university community for students with disabilities, which fosters the development of each student’s full potential. As a campus resource, ARC works with students, faculty and staff to promote an increased awareness of the abilities of all students and to ensure they are regarded on the basis of ability, not disability.

Any UW-Milwaukee student with a disability that restricts one or more of life’s major activities may benefit from ARC services. They work with students with mobility, sensory, communications, mental, or learning differences, as well as those with basic health impairments. ARC is located in Mitchell Hall room 112 (229-6287).

11.5 Norris Health Center
The Norris Health Center assists students in identifying, understanding and responding to their most urgent health issues through medical and mental health care and health promotion programs; and assists the UWM campus community through collaborative partnerships designed to enhance the university's academic and community service mission. Norris is located in the north-east section of campus (nhc-help@uwm.edu or 414-229-4716).

11.6 UWM Libraries/American Geographical Society Library
The UWM Libraries consist of several libraries and departments. All UWM Libraries, departments and collections are housed within the Golda Meir Library building. The library building, its collections, and research computers are open to the general public. A UWM ID is required to use the campus computer lab, and to check out materials. Golda Meir houses several computer labs and ample study space.

The American Geographical Society (AGS) Library, located in the East Wing of the third floor of the Golda Meir Library, is one of North America’s foremost geography and map collections. Formerly the library and map collection of the American Geographical Society of New York, it was transferred to the University of Wisconsin-Milwaukee Libraries in 1978 following a nationwide selection process by the Society.

Through the years, the collections expanded in response to the Society’s research activities and through donations from its members. As an outgrowth of its early interest in the unexplored regions of the world and its leadership role in the development of modern academic geography and large-scale continental and world wide mapping programs, the Society acquired tens of thousands of items to meet its own needs and made them available to
a public in need of geographical information. Today, this tradition of world-class geographic information support continues in UWM's Libraries, while the AGS in New York actively sponsors programs, publications and events in the field of geographic research, education, and national policy.
12. Global 489 – International Overseas Internship

University of Wisconsin - Milwaukee
Global Studies 489
Internship in Global Studies
Summer 2016

Instructors: Tracy Buss, Center for International Education
Phone: (414) 229-5381
E-mail: tbuss@uwm.edu
Office Location: Garland 110
Office Hours: By appointment

Course Description and Learning Objective

An international internship is an example of experiential learning that takes place in another country for a specified period of time. The internship may be a component of an established study abroad program, in conjunction with an inter-institutional student exchange agreement, or an independently arranged position.

Global Studies 489 is the course number for independently arranged international internships. It is mandatory that you meet with me, your internship instructor/advisor, to gain pre-approval of your Global Studies International Internship prior to registration. Most likely, if you have registered under this course number, you already have an offer for an internship in hand.

Global Studies 489 is a graded course that must be completed for 3-credits. All Global Studies internships must be completed at a location outside of the U.S., concurrently with a study abroad or exchange semester, or during a summer term. Internships for academic credit must fulfill the minimum requirements listed below, and be arranged through the proper channels with the approval of the concerned parties and in compliance with the UW-System Health and Safety Guidelines.

As the Global Studies International Internship Advisor/Instructor, it is my role to:

- Provide guidance as you research, apply for, and hopefully, receive an offer for an international internship. Ultimately, however, you are responsible for securing your own internship; the Global Studies program office at the Center for International Education does not provide internship placement services.
- Act as liaison with the Study Abroad office regarding your internship experience, when necessary. Note that you must apply for Study Abroad, pay the required fees, and complete the Study Abroad Orientation (you can do this in person or online).
- Approve the learning goals for your internship, which you will draft as one of your graded assignments (please see below).
- Assess your performance in meeting your stated learning goals, by reviewing your D2L postings, internship portfolio and your on-site supervisor’s evaluation of your work.
- Help you work through any challenges you may experience during your internship, to the best of my ability working from a distance, and taking any language barriers into account.

Your learning objective for your Global Studies internship is to evaluate your independently conceived learning goals and apply cross-cultural work experiences to your future global career.
Hours Required

Semester internships:
3 credits = 10-15 hours/week at the placement
160-240 total hours over a 16-week semester

Summer internships:
3 credits at a full-time placement = 40 hours/week for four weeks (160 total hours); 40 hours/week for six weeks (240 total hours)
3 credits at a part-time placement = 26 hours/week for six weeks (160 total hours); 24 hours/week for 10 weeks (240 total hours)
Note that you cannot work more than 40 hours per week in any internship; therefore, internships cannot be less than four weeks.

Assignments and Grades

Your grade will be based on:

1. Completion of Internship Learning Goals, including signature approval (100 points or 20% of your grade)
2. Completion of Internship Placement Assignment (50 points or 10% of your grade)
3. Online Postings on D2L (75 points or 15% of your grade)
4. Internship Portfolio (200 points or 40% of your grade)
5. On-Site Supervisor Evaluation (75 points or 15% of your grade)

Please carefully review the grading rubric at the end of this syllabus, as it provides a very clear explanation of my expectations for your work in this course.

Internship Learning Goals

Developing internship learning goals should be a collaborative process resulting in outcomes that meet your needs, those of your on-site supervisor and the sponsoring organization. Your internship learning goals can be viewed as falling within the following categories:

Skills goals: These are goals that develop your skills to be utilized during your internship and to transfer to future work settings. Some examples include critical thinking (e.g. synthesize and evaluate information from various sources), interpersonal communication, leadership, etc.

Knowledge goals: If you intend to gain knowledge that you can apply to your future academic coursework or independent research, you should state this.

Values goals: Think about the official mission or philosophy that guides the organization for which you will be an intern. Explain how you might use your internship to develop and/or deepen your sense of vocation, understanding of other cultures and your engagement as a global citizen.

Career/personal development goals: How could your internship impact your short- and long-term career plans? Think about your internship in relation to the education and professional development required for a career in this (or another) field.

You should include at least two goals under each of the categories above, if not more. Please be specific. For each of your goals, you should state an associated learning strategy that you plan to use to reach the goal. For example, you could create an annotated bibliography describing at least five books or articles that relate to your knowledge learning goals.
In addition, note that your goals should be “SMART.” For the purpose of this internship course, this acronym stands for:

- **Specific** – While you may want to “make the world a better place” and that’s admirable, you need to explain in as much detail as possible how you can work towards this broader goal in your internship.
- **Measurable** – Consider how you will measure and track your progress.
- **Achievable** – You and the other parties in this internship (i.e. your internship instructor/advisor and your on-site supervisor) must agree that you have set goals you can reasonably achieve.
- **Relevant** – Ideally, your learning goals should be integrated with your Global Studies experiences thus far (i.e. coursework, study abroad) and your future academic and career goals.
- **Time-based** – Take into account the amount of time you will spend in your internship when developing your learning goals.

You can organize your learning goals document in the format you choose - grid/table, bullet-point or narrative format. At the bottom of your internship learning goals document, you should include a space for three signatures: yours, your internship instructor/advisor, and your on-site supervisor. Preferably, the internship learning goals will be reviewed and approved by your instructor/advisor before you begin your internship; you can review this document with your on-site supervisor once you have arrived at your internship destination. If after meeting with your on-site supervisor, you find that revisions are needed, please notify your internship instructor/advisor via email.

Your post-internship reflection paper or portfolio will be your opportunity to self-assess your achievement of your learning goals. Balancing your self-assessment, your D2L assignments and on-site supervisor evaluation will also be considered by the internship advisor/instructor to assess your overall achievement of your goals.

**Internship Placement Assignment**

Part of the internship experience itself is securing internship placement. Whether you have independently sought out placement, worked with a program provider or have secured placement through a university office abroad, the process can be much like applying for a job. In this assignment, outline what steps you’ve taken to secure your internship placement and identify three skills you have learned from the process that you can utilize for any future job search. You can organize this assignment in the format you choose - grid/table, bullet-point or narrative. If you choose a narrative it should be around 1-2 pages.

**Online Journal Postings on D2L**

The Global 489: Global Studies Internship D2L site will be used as the primary communication tool during your internship. The weekly required D2L postings will be your journal entries that you will later include in your internship portfolio. These can be written informally, and will be your record of projects you’ve worked on, challenges you’ve encountered, progress towards meeting your learning goals, etc. Please note that if multiple students are enrolled in Global 489 along with you, they will also be able to read your postings; privacy will not be ensured so you may want to take this into account when posting.
The D2L site will also be the repository of information and forms that you will need for your internship, e.g. course syllabus, on-site supervisor evaluation form, etc.

If you discover after you arrive at the internship site that you cannot access the D2L site due to technology limitations, please email me to let me know this, and we will arrange to complete assignments via email instead.

**Internship Portfolio**

Upon completion of your internship, you will be required to submit an internship portfolio. For internships completed this fall, the due date for your portfolio is Monday, August 22, 2016, or two weeks after your return to the U.S., whichever is later. Note that if your portfolio is submitted after August 22, I will enter an “incomplete” for your grade at the end of the term, and update it upon grading your portfolio.

I’d recommend that you organize your portfolio in a binder so that you can scan materials at a later date or you may also upload materials in the D2L dropbox. Please note that the binder and D2L dropbox are for storage only. Your portfolio should be submitted as a single PDF document, and emailed to me (tbuss@uwm.edu). Physical binder portfolios can only be submitted by prior permission. Your internship portfolio should contain the following components, at the minimum:

- Title Page
- Table of Contents
- Signed ‘Student Consent to Use of Information, Waiver, and Release’ form
- Internship Learning Goals Document (signed)
- Weekly Journal Entries (these can be cut and pasted from your D2L site postings; or emails if D2L use is not possible at your internship site)
- Internship Sponsoring Organization Information, e.g. any brochures on the organization, organization’s mission, etc.
- At least three samples of your internship work product, e.g. memos or letters you wrote, marketing materials, project reports, etc.
- Completed/Signed On-site Supervisor Evaluation Form (available on D2L site)
- Letter of Recommendation from On-Site Supervisor or one of your other colleagues at the internship organization
- Internship Placement Assignment
- Resume Excerpt – Write at least four detailed bullet points that you will use to update your resume to reflect your internship experience.
- Post-Internship Reflection Paper – This is a 3-5 page (11 pt, double-spaced) paper in which you should discuss your internship experience and directly address whether you met your internship goals. You should also reflect upon your contributions to your internship and how your internship experience could have been improved, including analysis of your individual strengths and areas for personal improvement. It is expected that you will check your paper for spelling and grammar errors.

Please feel free to be creative with your portfolio, as long as the above requirements are appropriately addressed. Optional items you could also include in your portfolio include photos, newspaper articles highlighting the work of your internship organization, an annotated bibliography of books and articles you have read to prepare or guide you through your internship experience, thank you notes, etc.
On-Site Supervisor Evaluation
This form is available on the D2L site (or I can email it to you if necessary). It will be your responsibility to give this form to your supervisor. If you supervisor would prefer to return it to me confidentially, s/he may email it to me or fax it to (414) 229-3626. I must receive this form in order to grade your portfolio. I highly recommend that you request the signed evaluation form from your supervisor before you leave your internship. I know from past experience that it can be very difficult to follow up on this form if you agree to wait for it to be sent after you have left the country.

Grading Rubric

<table>
<thead>
<tr>
<th>Components</th>
<th>Exemplary</th>
<th>Competent</th>
<th>Insufficient</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Learning Goals (100 possible points)</td>
<td>Internship learning goals are specific, measurable, achievable, relevant and time-based (SMART). Clearly organized as per the four goals categories in the syllabus (at least one per category), and include associated learning strategies. (100 points)</td>
<td>Internship learning goals are somewhat specific, measurable, achievable, relevant and time-based. Organized as per the four goals categories in the syllabus (at least one per category). Some learning strategies are included. (85 points)</td>
<td>Internship learning goals are not sufficiently specific, measurable, achievable, relevant and time-based and/or less than one goal per category. Learning strategies are not included. (70 points)</td>
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<tr>
<td>Internship Placement Assignment (50 possible points)</td>
<td>Outline of internship placement is clearly organized. The three skills listed demonstrate reflection on the process of attaining an internship. (50 points)</td>
<td>Outline of internship placement is somewhat organized. Some reflection on the process is evident. (40 points)</td>
<td>Outline of internship placement is disorganized. Fewer than three skills are identified. (30 points)</td>
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</tr>
<tr>
<td>Weekly Journal Entries Posted to D2L (75 possible points)</td>
<td>Journal entries indicate conscious reflection upon internship learning goals and integration of experience with academic knowledge. Activities, impressions, new skills, professional relationships and areas of growth are addressed. Postings completed within</td>
<td>Journal entries indicate some reflection upon internship learning goals and integration of experience with academic knowledge. Activities, impressions, new skills, professional relationships and areas of growth are addressed, in part. Postings aren’t current, i.e. more</td>
<td>Journal entries indicate a low level of reflection upon internship goals and integration of knowledge with academic knowledge. While activities may be listed, impressions, new skills, professional relationships and areas of growth are incomplete. Postings are not</td>
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<tr>
<td>Internship Portfolio - Overall Organization (30 possible points)</td>
<td>one week for previous week. (75 points)</td>
<td>than one week after previous week has ended. (50 points)</td>
<td>completed in a timely manner and require reminders. (45 points)</td>
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<tr>
<td>Portfolio is well organized in binder (if not emailed) with table of contents, dividers, possibly photos to make it visually pleasing. All required components are included (see syllabus). (30 points)</td>
<td>Portfolio is organized with table of contents, but in a strictly functional way. All required components are included. (20 points)</td>
<td>Portfolio is not organized and appears to have been “thrown together” at last moment. Required components are missing. (10 points)</td>
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<tr>
<td>Internship Portfolio – Organization Information and Work Samples (30 possible points)</td>
<td>Portfolio includes background information on internship organization (mission, history, etc.), possibly including website printouts, brochures, etc. More than three work samples included. (30 points)</td>
<td>Portfolio includes basic information on internship organization. At least three work samples included. (20 points)</td>
<td>Portfolio is missing information on internship organization. Fewer than three work samples included. (10 points)</td>
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<tr>
<td>Internship Portfolio – Resume Excerpt (40 possible points)</td>
<td>Resume excerpt includes at least four detailed lines/bullet points describing internship duties and accomplishments. Attractive formatting with no spelling or grammatical errors. (40 points)</td>
<td>Resume excerpt includes less than four detailed sentences/bullet points describing internship duties and accomplishments. No spelling or grammatical errors. (25 points)</td>
<td>Resume excerpt sentences/bullet points are incomplete and/or incoherent. Spelling and/or grammatical errors present. (10 points)</td>
<td></td>
</tr>
<tr>
<td>Internship Portfolio – Reflection Paper (100 possible points)</td>
<td>Paper directly addresses achievement of learning goals, including reflection upon intern’s contributions to internship and how internship experience could have been improved.</td>
<td>Paper partially addresses achievement of learning goals, including some reflection upon intern’s contributions to internship and how internship could have been improved.</td>
<td>Paper is incomplete in addressing achievement of learning goals, and fails to include significant reflection on intern’s contributions to internship and how internship could</td>
<td></td>
</tr>
<tr>
<td>Supervisor Evaluation (75 possible points)</td>
<td>Supervisor ratings all Excellent. Positive comments with respect to overall performance and intercultural communication skills and sensitivity. (75 points)</td>
<td>Supervisor ratings in the Excellent to Good range. Mostly positive comments with respect to overall performance and intercultural communication skills and sensitivity. (60 points)</td>
<td>Supervisor ratings in the Good to Poor range. Comments indicate work performance issues and/or lack of intercultural communication skills and sensitivity. (45 points)</td>
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</table>

*Note that you will receive a score of “0” points for any components that are not completed.*

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>500-470</td>
</tr>
<tr>
<td>A-</td>
<td>469-445</td>
</tr>
<tr>
<td>B+</td>
<td>444-435</td>
</tr>
<tr>
<td>B</td>
<td>434-420</td>
</tr>
<tr>
<td>B-</td>
<td>419-400</td>
</tr>
<tr>
<td>C+</td>
<td>399-385</td>
</tr>
<tr>
<td>C</td>
<td>384-370</td>
</tr>
<tr>
<td>C-</td>
<td>369-350</td>
</tr>
<tr>
<td>D</td>
<td>349-300</td>
</tr>
<tr>
<td>F</td>
<td>299-0</td>
</tr>
</tbody>
</table>

**TOTAL SCORE/FINAL GRADE = ______________**
Student Consent to Use of Information, Waiver, and Release

I, __________________, hereby grant the University of Wisconsin – Milwaukee Center for International Education, the Global Studies Degree program, and its facilitators, faculty, advisors, and staff, ("CIE") the following rights in conjunction with the use of my Global Studies 489 International Internship Portfolio ("Portfolio"):

1. Create and maintain a digital copy of the Portfolio within CIE’s academic server space;

2. Edit the Portfolio for public consumption as deemed appropriate by CIE in its sole discretion;

3. Provide a digital copy of the Portfolio to any party seeking information about international internship opportunities or CIE’s programs;

4. Utilize the Portfolio for both quantitative and qualitative research and marketing purposes in the pursuit of the mission and goals of CIE and provide the Portfolio to CIE staff to achieve these purposes;

I understand that (i) I have the right not to consent to the release of my Portfolio, (ii) I have the right to inspect my Portfolio, and (iii) I have the right to revoke this consent at any time by delivering a written revocation as set forth herein. I understand that this authorization remains in effect from the date I sign through the date on which I deliver written revocation of my consent. I acknowledge CIE’s intent to utilize the Portfolio for educational, research, and related marketing purposes. CIE reserves the right to utilize the information in full or part as related to the purpose of its mission and goals, and I consent to such use. I hereby waive all rights of privacy, compensation, and other rights which I may have in connection with CIE’s use of my Portfolio for the purposes set forth herein.

I understand the rights I am conferring upon CIE with regards to the Portfolio by signing this agreement. I release and hold harmless the Board of Regents of the University of Wisconsin System, the University of Wisconsin – Milwaukee, CIE, and each of their officers, employees, and agents from claim or cause of action, whether now known or unknown, for any and all claims arising out of the use of my Portfolio as set forth herein.

I understand that if I wish to discuss or negotiate the terms of this agreement, or if I desire to revoke my consent, I may contact Professor Patrice Petro, Faculty Coordinator, Global Studies Program, at (ppetro@uwm.edu; 414-229-4253).

I have read and agree to the terms of this Agreement:

Student

Parent/Guardian Information (if under 18):

Name: ____________________________

Name: ____________________________

Email: ____________________________

Email: ____________________________

Signature: ________________________

Signature: ________________________

Date: _____________________________

Date: _____________________________
Special Notes

Participation by Students with Disabilities: If you need special accommodations in order to meet any of the requirements of this course, please contact me as soon as possible.

Accommodation for Religious Observances: Students will be allowed to complete examinations or other requirements that are missed because of a religious observance.

Academic Misconduct: The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. A more detailed description of Student Academic Disciplinary Procedures may be found in Regents Policy Statements, UWS Chapter 14 and UWM Faculty Document #1686.

Complaint Procedures: You may direct complaints to the head of the department. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

Grade Appeal Procedures: You may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. A more detailed description of the grade Appeal Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-28 and UWM Faculty Document #1243.

Sexual Harassment: Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and well being of students, faculty, and staff. The University will not tolerate behavior between or among members of the University community which creates an unacceptable working environment.

Financial Obligation: The submission on your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing no later than the date specified in the schedule of classes. It is important to both you and the University that you make payment on time. A complete description of UWM fee policies may be found in the Schedule of Classes.

Incomplete: A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless you prove to the instructor that you were prevented from completing course requirements for just cause as indicated above. A more detailed description of the Incomplete Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-31 and UWM Faculty Documents #1558 and #1602. Also, a description of this policy may be found in UWM Schedule of Classes.