Global Studies Programs
Student Handbook
Welcome to UWM's Global Studies Bachelors of Arts Degree Program and the College of Letters & Science!

Global Studies at the University of Wisconsin-Milwaukee (UWM) encompasses an array of career tracks and applied learning experiences – academic study and research, internships, extracurricular programs, extensive language study, and social interaction – that expands understanding of the world beyond our borders. The pre-professional Global Studies degree program 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.

1. Introduction to Global Studies at UWM

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 Health. 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, six semesters of foreign language, study abroad, and/or internationally focused internship(s) for a total of 12 experiential learning credits.

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

The University of Wisconsin-Milwaukee (UWM) has a long-standing tradition of strong support for international studies. 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 take advantage of emerging opportunities, confront future challenges, and ultimately help solve some of the world’s most pressing problems as global professionals.

The Global Studies degree program was 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 Global Studies Academic Programs Advisory Committee. The Global Management track of the Global Studies degree was the first to be implemented in 2003. In 2006, three additional tracks were formally approved to accept students, with the most recent track being Global Health, added in 2017. As of Spring 2020, there are over 100 majors and minors in the program and hundreds of graduates.

2.2 Administrative Structure

The BA in Global Studies is an interdisciplinary degree program within the College of Letters and Science, in cooperation with several of UWM’s professional schools. 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.
3. Academic Advising

3.1 Advising Mission
The advising staff within the College of Letters & Science assist students with identifying and achieving their educational and career goals by engaging in quality, student-centered advising that prepares students to engage on and off campus, as well as, become 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.

Current students can make advising appointments through Navigate: https://uwm.edu/academicaffairs/academic_priorities/student-success/navigate/

Prospective students can find more information here: https://uwm.edu/letters-science/advising/contact-advising/

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 an 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. Students can declare online: https://uwm.edu/global-studies/undergraduate/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 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 36 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)
- Global 201: Economics and the Environment (SS)
- Global 202: Globalization and Information Technology (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’
- Explores the relationships among international trade and new challenges to environmental, health, and labor standards worldwide
- 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 six semesters of a foreign language other than English, with the goal of attaining foreign language competency.

*Note: Courses fully (100%) taught in a foreign language fulfill a semester of language requirement.
4.4 Experiential Learning Requirement (12 credits)
Students must choose 2 of 3 options below to earn a minimum of 12 credits to fulfill the experiential learning requirements for the Global Studies degree.

1. Study Abroad

Global Studies students may complete 3-9 credits of study abroad coursework in order to fully immerse themselves in a foreign culture 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 strongly encouraged to study abroad in a country whose primary language is the one you are studying. The best way to improve your language skills is to immerse yourself in a culture 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 within the Center for International Education (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 their academic advisor(s).

2. International Internship

Students may opt to complete 1-6 credits of a 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, International Internship course. 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.

3. Domestic Internship with an International Focus

Students may opt to complete a local internship (1-6 credits) with a company or organization whose mission or work has an international focus.

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 project.

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.

**Experiential Learning Requirement (12 credits)**

Students must choose 2 of 3 options below to earn a minimum of 12 credits to fulfill the experiential learning requirements for the Global Studies degree.

1. Study Abroad
2. International Internship
3. Domestic Internship with an International Focus

**Credits and Contact Hours:** For example: 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 to confirm that all requirements are met. Please contact Christine Wolf, Assistant Director Global and International Studies, cawolf@uwm.edu, for more information and internship approval.
5. 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/C 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. 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 Assistant Director of Global Studies 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 acceptable, 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 Assistant Director of Global Studies 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 acceptable, 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. A student who chooses to appeal an academic requirement or policy initiates the appeal with his or her academic advisor. Procedures may vary based on the student’s track and subsequent partner college affiliations. The following situations typically require an appeal in addition to any documentation or other appeals listed:

- 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.

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 is negative, the student may file an appeal citing new information to the next appropriate party – 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 the Global & International Studies program. 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: https://uwm.edu/letters-science/advising/answers-forms. 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 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 credits of the last 60; or any 90 credits must be earned in residence at UWM.

Degree audits to clear Global Studies students for graduation are performed by the College of Letters and Science. 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/Winter you must apply no later than the 3rd week of September
- Spring/Summer graduation apply no later than the 2nd week of February

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/Winter 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 U/Winter 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 (https://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 U/Winter graduates
- 4th week in July for Spring graduates
- 4th week in October for Summer graduates
9. Career Information

UWM’s The Career Planning and Resource Center offers counseling to help you identify a career that matches your interests, values and skills. In addition, the CPaRC provides assistance with career research, resume development and interviewing preparation. Business students (including Global Studies-Management track majors) 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.

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 their country where the language is spoken. For information on specific offerings, contact your language department.

10. Student Involvement

10.1 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 more information.

10.2 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, acultiv@uwm.edu.

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@uwm.edu

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 reconvne 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).

11.4 Student Accessibility Center
The UWM Student Accessibility Center’s (SAC) 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, SAC 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 SAC services. They work with students with mobility, sensory, communications, mental, or learning differences, as well as those with basic health impairments. SAC is located in Mitchell Hall room 112, archelp@uwm.edu.

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.

On Campus Health Services are available at two primary locations. Medical Services are available at the Norris Health Center building located in the north-east section of campus. Mental Health (Counseling and Consultation) Services and Health Promotion and Wellness Services are available in the Northwest Quadrant (NWQ) Building B, 5th Floor. Follow signs on the first floor to the red elevators and take them to the fifth floor. Our receptionist will direct you to the specific office or waiting room.

For more information or to schedule an appointment, please email nhc-help@uwm.edu or call 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 worldwide 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.

We hope you enjoy your journey as a Global Studies student. Wishing you luck and much success in the program!