



GUIDELINES

For the

Study Abroad (Professional Skills Module) in the BA-Level

and

SQM Study Abroad in the MA-Level

American Studies Leipzig strongly encourages students in all of its programs to study abroad and has thus created corresponding Professional Skills Modules (SQM) for both the BA- ("Study Abroad (Professional Skills Module)") and MA-level ("SQM Study Abroad"), allowing students to earn credit for their study abroad terms.

In order to receive full credit (10 LP) in these modules, you are required to write a Final Report and an Abstract on your study abroad term, following the criteria outlined below.

Your Final Report:

Your Final Report should include a description as well as an analysis of your study abroad experience, whereas the following questions may serve as a guideline:

- Why did you decide to study abroad?
- At which universities did you apply and what influenced your choice?
- How did the application process work for you and were there any major issues?
- How did you fund your study abroad?
- What courses did you take at your host university?
- What interests and activities did you pursue during your time abroad (within courses you took or extracurricular)?
- How did you benefit from your study abroad experience (1) personally, (2) academically and (3) professionally?
- What advice can you give to students who are considering studying abroad?

The Final Report has to be about 3,000-3,500 words in length (standard type face, 12pt. size, 1.5pt. spacing), excluding quotes and bibliography. Unless your supervisor requires you to use a different style sheet, formatting and quotation style must consistently follow either the MLA or CMS format.

Your Abstract:

Based on your Final Report, you are also required to write an abstract of 250-300 words, which will be used on the ASL website to both announce the completion of your study abroad term and encourage other students to study abroad. The text has to be written in third person, introducing you

and your study abroad experience to the reader and should include some of the basic facts about your exchange, but also general observations and takeaways that you think summarize your experience best.

Procedures and Deadlines

Although there is no specific deadline for handing in your Final Report and Abstract, both should be completed around the time you completed your term abroad. Please consult with your supervisor—usually the current internationalization coordinator or Prof. Crister S. Garrett—early on to agree on a submission date and resolve any further questions and problems regarding the procedure.