



**UVM Department of  
Community Development and  
Applied Economics**

**Advising Handbook for Majors**

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## **Welcome to CDAE!**

Whether you have chosen Community and International Development (CID), Community Entrepreneurship (CENT) or Public Communication (PCOM), we think you will find our community of students, staff and faculty dynamic, innovative, engaged, tuned-in, ambitious, compassionate, and creative.

CDAE students excel in the increasingly transdisciplinary world we are moving toward. Through our course work and field work, students become versed in bringing the right skill sets, tools, and actors to the table in order to solve the pressing issues and problems at hand.

This guide provides you with detailed advice on many aspects of our majors—from how to plan and how to integrate a study abroad program, to what you might be able to do with your degree after you graduate. It is our hope that you will find this handbook useful and will turn to it in conjunction with face-to-face advising whenever you have any questions about your major.

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**PART ONE: What is CDAE all about?**

*CDAE Mission: CDAE supports sustainable local and international community development through interdisciplinary research, education, and outreach that serves the public interest.* CDAE offers three innovative majors: Community Entrepreneurship, Community and International Development, and Public Communication. Students in CDAE focus on the application of economic principles and their relationship to leadership and management, economic and enterprise development, environmental sustainability, and social responsibility. CDAE offers many courses with experiential learning, including service-learning courses in which students partner with community organizations to work on real-world issues.

CDAE also offers seven minors: Community Entrepreneurship, Community and International Development, Public Communication, Applied Design, Consumer Affairs, Consumer and Advertising, and Green Building and Design. CDAE also participates in the College of Agriculture and Life Sciences inter-departmental Food Systems minor.

Expertise among the CDAE faculty includes economics (both ecological and neoclassical), design, public policy, community entrepreneurship, consumer affairs, food systems, law and public administration. CDAE's research and outreach is regional and local (e.g., dairy farming and farmers' markets in Vermont), national (e.g., studying food systems in Vermont and New York City), and global (e.g., Honduras, St. Lucia, Belize). More information on CDAE and the majors/minors offered, including faculty, student, and alumni profiles, is available online: <http://www.uvm.edu/cdae>. Inquiries are accepted by email at [cdae@uvm.edu](mailto:cdae@uvm.edu) or by phone at 802-656-1013.

### History of CDAE at UVM

A merger of several departments within CALS formed the multi- and transdisciplinary foundation for CDAE.

The Department of Community Development and Applied (CDAE) has been an academic unit at the University of Vermont since 1994, when three departments in the College of Agriculture and Life Sciences (CALS) merged: Agricultural and Resource Economics (ARE), Merchandising, Consumer Studies and Design (MCSD), and Vocational Education and Technology (VOTC). All three departments had a 30 to 40-year history in the college and offered a wide range of programs.

A central goal of CDAE is to help students develop holistic perspectives on sustainable community development, including consumer well being, ecological health, social justice, and effective communication with community partners. With the emphasis on transdisciplinary work and problem-solving, CDAE encourages students to bring in their own skills, talents, and perspectives from across their personal and academic backgrounds, as well as to bring in others to aid in their working goals.

The CDAE Department also maintains a commitment to transdisciplinary teaching and learning through its variety of service learning and applied research projects undertaken by faculty and students. Ongoing projects include technological assistance for small-scale sugar producers in Honduras, a market analysis of Vermont's organic food industry, evaluating the economic impact of the non-profit sector on the Vermont economy, and coordinating the Burlington Winter Festival. The department maintains an association with the Center for Rural Studies and the Extension System, which link the department to external partners. Opportunities exist for students to participate in research centers across the University such as the Jeffords Center for Public Policy, the Transportation Research Center, and the Gund Institute for Ecological Economics.

The CDAE Department currently has 19 faculty members with additional adjunct faculty members bringing in expertise from their respective fields and professions. CDAE staff also provides support to navigate the Department offerings and UVM.

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## **PART TWO: The Advisor-Advisee Relationship: Common student questions**

The fundamental purpose of academic advising is to provide guidance as you make decisions from the most general—such as identifying and refining your intellectual and personal goals at UVM, viewing your curriculum as a whole—to the most specific, like which courses you'll take to fulfill your requirements for graduation. Also, if you find yourself in academic trouble, your advisor will be among the first to know about it. In such circumstances, the advisor's job is to advise you through your difficulties and help you get back on track. However, none of this will happen unless *you seek out advising and take maximum advantage of its potential to enhance your UVM experience*. Given interpersonal differences of character, temperament and values, the advisor-advisee relationship does not always blossom into affection. You can only know this, though, once you have taken the initiative to meet with your advisor. Although you can always change your advisor, we have found that in 95% of the cases, the student-advisor fit is a good one on the first try.

Your academic advisor has expertise in scholarly issues and sometimes can provide career references or leads, especially within the fields in which they study and do research. There are many other issues about which you may seek advice and support such as health, legal matters, writing and learning skills, general career planning, lifestyle/residential issues, academic accommodations and more. The CALS Student Services (located in the Dean's Wing: 108 Morrill Hall) and UVM's Career Services office in the Living/Learning Center Building E can provide you with assistance in these areas as well.

### *Who is my advisor?*

It depends. Upon signing up for a major in the CDAE Department, you are assigned an advisor based on the major you have chosen. You are welcome to keep that faculty member as your academic advisor for the remainder of your time with CDAE at UVM or you can choose to be advised by another professor within the CDAE Department. Your faculty advisor approves your electives or any justifiable course substitution that you will count toward your major. **You should plan on meeting or touching base with your advisor at least once a semester, but please be sure that you've read through this handbook first since your question(s) may be answered here.**

Although you will maintain one faculty member as your academic advisor, other faculty members in CDAE can also serve as informal advisors in matters of course selection, study abroad, thesis preparation, etc. Your formal academic advisor, however, has the last word. Do not rely on informal information from peers or non-advising faculty for your decision making.

See <http://www.uvm.edu/cdae/?Page=bios/faculty.html&SM=bios/biosubmenu.html> for the current list of faculty.

### *What is the best way to get in touch with my advisor?*

Generally, e-mail is best. CDAE offers great academic advising support, but it is expected that you, the student, will come to advising meetings prepared and ready to discuss your academic vision (see "How should I prepare for meeting with my advisor?" below). This allows for your advising meetings to be of value to you and your academic and career choices, rather than simply choosing classes. CDAE faculty members are a busy group of people, but are committed to their advisees. The more prepared the student is for their advising meeting, the more both the student and faculty will get out of the advising session. CDAE advisors will not track you down to make sure you have chosen your classes, it is the responsibility of the student to arrange meetings with their advisor. If you are new to the Department, or are considering transferring or adding a major or a minor, please contact Dan Kirk ([dkirk@uvm.edu](mailto:dkirk@uvm.edu)) who will arrange an advising meeting for you.

CDAE faculty will also keep office hours reserved to meet with students. Contact your faculty advisor to find out what their hours are and when you can schedule time to meet.

If you call and get voicemail, or if you send an e-mail, be sure to identify yourself, leave a clear message concerning your reason for the call/e-mail and leave a clear statement about how you can be reached. If you leave a phone number or e-mail address on a voicemail be sure to speak very slowly and clearly.

Many students contact their faculty advisor by e-mail. We urge you to be very clear about your questions/issues and if the issue is quite complex, simply use e-mail to schedule an appointment. And, finally, use formal English. "Yo Professor, ..." is not the way to address your advisor in an email.

*How can my advisor help me if I receive an "academic warning letter" from the faculty teaching one of my courses?*

UVM faculty have an option of sending "warning" letters to students enrolled in their classes who are in danger of failing the course. Faculty who choose to send these letters generally do so prior to the end of the withdrawal period and copies are sent to the faculty advisor. If you receive such a letter, you should contact your advisor and discuss your options. For example, it may not be possible for you to significantly improve your grade in the course and your advisor may recommend that you consider withdrawing from the course. Or, it may be clear that if you use the appropriate resources you will improve your grade. Your advisor can discuss this with you within the context of your program requirements.

*How should I prepare for meeting with my advisor?*

Prepare for your meeting with your advisor by going into the CATS system (accessible on the right-hand side of your MyUVM portal under "Academics") and looking over a copy of your web transcript (also available on the right-hand side of your MyUVM portal under "Academics"). Print it out and take it with you as a reference. Seniors should also take their Graduation Status Notice (senior records check), and all others should take a copy of the coursework sheet that they have been using to record their completed coursework (which you should have a copy of, and if not will be held either in Tina Haskins' office or with your advisor). Every student should understand the program requirements and be prepared for a discussion about the course requirements and how to meet them.

*What is a CATS Report and how do I run it?*

CATS (Curriculum Audit Tracking System) is UVM's degree audit system that produces automated individualized reports to help students track their progress toward completing their degrees. The CATS report, used by students and advisors, identifies both completed and outstanding requirements and provides a current list of courses that can be taken to satisfy them. For a description of how to run a report go here:

[http://www.uvm.edu/~rgweb/?Page=registration/r\\_CATSreports.html](http://www.uvm.edu/~rgweb/?Page=registration/r_CATSreports.html)

*What are my responsibilities as an advisee?*

Advisee responsibilities include:

- establishing an on-going connection with your faculty advisor
- knowing and understanding your program requirements
- preparing for your meetings by viewing your CATS audit
- determining your course schedule cooperatively with your academic advisor
- implementing strategies for achieving academic success

- using academic support resources available to you
- understanding academic consequences of your decision-making
- discussing your academic performance with your advisor and determining if you are satisfactorily progressing toward degree completion
- knowing College and University policies and understanding their implications for you as a student
- determining and implementing strategies for success

### *What are my advisor's responsibilities?*

Exceptional academic advising requires that both the advisee (student) and advisor (faculty) be both well informed and fully engaged in the process. Faculty advisor responsibilities include, but are not limited to:

- making academic advising a priority
- establishing on-going connections with advisees
- posting the system (on the office door, on the web, etc.) for meeting with students (e.g. open office hours, appointments scheduled via e-mail, etc.) and responding to questions (e.g. phone, e-mail, etc.)
- being well informed about program, college and university requirements
- providing students with accurate program information
- guiding and encouraging students to utilize appropriate resources
- helping students understand the academic consequences of their decision-making
- assisting students in evaluating their academic performance and helping them determine if they are satisfactorily progressing toward degree completion
- exploring alternative options with students who are unable to meet the established academic standards or whose interests have changed
- working co-operatively with the CDAE Department to best meet all students' needs

IMPORTANT: Ultimately, it is YOUR responsibility—NOT your advisor's responsibility—to ensure you are meeting all your requirements for graduation.

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## **PART THREE: The CDAE Curricula**

### *Requirements for all Majors in CDAE*

All three Majors in CDAE have two sets of core requirements—one for the College of Agriculture and Life Sciences (CALs) and one for the CDAE Department.

#### CALs core requirements

The CALs core requirements fall into three categories: Skills, Knowledge and Values.

**Knowledge: Students develop a fundamental base of knowledge that will serve as a foundation for lifelong learning.**

Physical & Life Sciences: Two courses of the student's choosing (with or without labs, 6-8 credits)

**SELECT FROM:** AGBI\*\*\* ANPS\*\*\* ASCI\*\*\* ASTR\*\*\* BCOR\*\*\* BIOL\*\*\* PBIO\*\*\* CHEM\*\*\* ENSC001,201,222  
**FOR \*\*\*** GEOL\*\*\* MMG\*\*\* NFS\*\*\* NR 001,103,220, 224,250,251,255,256,260,278,280 PHYS\*\*\* PSS\*\*\* WFB  
 224

Social Science: Two courses (6 credits total)

(3 credits) Political Science 21

(3 credits) Social science course of the student's choosing (usually Sociology, Political Science, Psychology, Geography, Anthropology, History)

Humanities & Fine Arts: Two courses of the student's choosing (6 credits total).

**SELECT FROM:** ARTH\*\*\* ARTS\*\*\* CHIN\*\*\* CLAS\*\*\* DNCE\*\*\* ENGS005 TO 042,057 TO 096,107 through 113,131 through 196 FREN\*\*\* FTS \*\*\* GERM\*\*\* GRK \*\*\* HEBR\*\*\* HST \*\*\* ITAL \*\*\* JAPN\*\*\* LAT \*\*\* MU\*\*\* PHIL\*\*\* REL \*\*\* RUSS\*\*\* SPAN\*\*\* THE \*\*\*

**Skills: Students develop abilities and use tools to effectively communicate, analyze, problem solve, think critically, and work with others.**

Communication Skills: Written and Oral Communication. (3 credits)

CALS 183 (or CALS 001) + 3 graded speeches in additional courses within the CDAE curriculum (CDAE 102, 171, 250, 251, 272, 273)

Information Technology Skills: Computer Applications. (3 credits)

CALS 85 (or CALS 002)

\*\*if you are a transfer student *and* you have already taken BSAD 040 or CS 002, you have fulfilled this requirement\*\*

Quantitative Skills: Math and Statistics. (6 credits total)

**CID and Cent:**

(3 credits) Math 19

(3 credits) Stat 141

**PCOM:**

(3 credits) Math 9 or higher

(3 credits) Stat 111 or higher

Critical Thinking Skills: As fulfilled by curriculum requirements, critical thinking skills are developed by CDAE Departmental majors through a series of courses and experiences that help them develop the ability to comprehend, judge, and present written/oral arguments and to solve problems. Students learn how to distinguish between fact, conjecture, and intuition.

Interpersonal Skills: As fulfilled by curriculum requirements, interpersonal skills are developed by CDAE Departmental majors through a series of courses and experiences that help them develop the ability to work well with other people by understanding and using skills of leadership, conflict resolution, and group process.

**Values: Students are exposed to values that are expressed through relationships with the community, the environment, and themselves that are consistent with the mission of CALS and the UVM campus compact known as "Our Common Ground."**

<http://www.uvm.edu/~president/?Page=miscellaneous/commonground.html>

Citizenship & Social Responsibility: Two 3-credit University Approved Diversity Courses. All students are required to complete 6 credits addressing race relations and ethnic diversity before graduation, 3 of which have to come from approved Category 1 courses. Course options can be found at:

<http://www.uvm.edu/provost/diversitycourse/>. These courses can count toward a CDAE student's general course requirements as well as toward their Diversity Course requirements.

Environmental Stewardship/Sustainability: One 3-credit University Approved Sustainability Course (as indicated by "SU:" in the course title). This requirement is fulfilled by CDAE curriculum requirements (CDAE 002). Environmental Stewardship is developed through a series of courses and experiences that help students develop the sensitivity between humans and the natural world and the responsibility for stewardship of nature.

Personal Growth: The two Foundations courses, plus additional courses and experiences in the CID major help students develop Personal Growth as a healthy lifestyle, continuous self-improvement, and a love of learning. Students develop and affirm the values of respect, integrity, innovation, openness, justice, and responsibility.

## CDAE requirements

### **CDAE CORE COURSES (19 credits)**

**\*\*All CDAE majors take the following courses:**

CDAE 002 World Food, Population, & Development  
 CDAE 061 Community Development Economics (Fall)  
 CDAE 102 Sustainable Community Development (Spring)  
 CDAE 127 Consumers, Markets, & Public Policy (Spring)  
 CDAE 250 Applied Research Methods (4 credits)  
 Internship/service-learning (met by internship or service learning component experience in a course)

*Major-specific requirements (refer to web for most recent documents):*

**CID REQUIRED COURSES: (33 Credits TOTAL)**

**CENT REQUIRED COURSES: (28 Credits TOTAL)**

**PCOM REQUIRED COURSES (34 credits TOTAL)**

*How should I map out my major over your four years at UVM?*

It is wise to begin your major with CDAE 002, CDAE 015, and/or CDAE 061. These are “gateway” courses into the Department that introduce you the field of Community Development. Also, begin fulfilling your core requirements for both CALS (especially CALS 001/183 and CALS 002/085) and CDAE early in the process. One reason to take those core/gateway courses early is that many of these courses serve as prerequisites for upper-level courses in those disciplines,

As you map out your schedule, it might be wise to consider if and how you will participate in an off-campus program or study abroad, and how that program can be used toward your major. We encourage students to gain academic and life experiences in other countries; but we want to be sure that all of these experiences further our students towards completing their requirements.

On a more philosophical level, you may wish to think about what aspects of sustainable community development and/or applied economics you are most interested in—health, environmental, business, agricultural, marketing, social, etc.—and plan to take courses for your degree that fall in line with those interests. You certainly don’t have to focus on a specific topic; CDAE is a transdisciplinary program with many different issues and topics, and you can design a major that is fairly broad and holistic. But you may find that instead of staying broad you will want to focus on one of the subject areas above.. Your degree will still be transdisciplinary; it will simply be focused on a particular issue or set of issues.

*What is the point of the “core” requirements for the major?*

Being introduced to several main theories and methods is essential to a transdisciplinary major such as those offered in Community Development and Applied Economics.

The core courses are intended to cover the breadth of the mission of the entire department, rather than each individual major. Through the core courses, a CDAE student will be exposed to international community development as well as local community development, microeconomics through the lens of community development and ecological economics, consumer issues and public markets, design and communication work, as well as data-driven research methods.

*Is it possible to take a course at UVM (or at another institution) that is not on the list of CDAE courses and have it count toward the major?*

Yes, it is possible. If there is a course not on the list that you would like to take—and that it meets the content requirements as agreed upon by you and your faculty advisor—let your advisor know, in order that she/he may approve the course in advance. **A CATS Exception Form must be submitted to the Dean of CALS by your advisor.**

*What if I took a course for my major and it doesn't show up on my CATS Audit?*

There is a possibility that a course or two you have taken do not show up in your CATS audit as counting toward your major. If you think this has happened, let your advisor know. Courses that have not been coded (i.e. registered with the Registrar's office to count for credit toward your major) will need to be approved individually by your advisor and the CALS Dean's office.

*What is there to know about pursuing a dual degree?*

Double majoring can come in one of two forms: pursuing a double major within CALS, and pursuing a "dual degree" which means pursuing two majors in two separate Colleges within UVM. Generally speaking, a double major within CALS is much more achievable, since you can fulfill the college requirements for CALS once and then pursue the major requirements beyond those core college requirements.

Pursuing a dual degree means that you have to fulfill both the CALS core and CDAE core and major requirements, as well as the core requirements of the College in which the other major is housed. To complete a dual degree you must start early and work closely with two advisors, one from each major. CDAE is one of the most flexible departments on campus. Pursuing a dual degree takes planning, but can be done.

Dual degrees and double majors require more planning than single majors or major/minor combinations. It is necessary to plan a meeting with a staff or faculty member within the department so that your course of study can be approved before moving forward. Some majors have too much similarity for it to be considered a true double major, and so utilizing a minor instead can sometimes be the only avenue to take.

*What is the "double dipping" rule, and how would it affect me?*

You are allowed to count only two courses toward any combination of majors and minors. The reason for this is to ensure that students can't receive two degrees with half the work by carefully choosing overlapping courses that count toward both. It is crucial to plan out both curricula (if you do decide to pursue one or more minors within CDAE) to ensure you count only two "double dips."\*\*

For double majors and dual degree students, the General Education Requirements can overlap. However, *within the majors* only two courses can "double count."\*\*

For example: If you major in PCOM and minor in one of the CDAE minors, you can count two of the courses from your PCOM curriculum and apply them to count toward your minor. The rest must not overlap. If you major in PCOM, and minor in two CDAE minors, it remains that the same two courses from the PCOM curriculum can be applied to your minors.

\*\*There are some certain occurrences where a student must take 3 or more classes that overlap between a major and minor. In these instances, special steps must be taken with the student's advisor to ensure that the student is fulfilling the proper credit distribution.

### *Can I graduate with honors?*

Yes. If you are in the Honors College, you will complete your senior thesis through CDAE. If you are not in the Honors College, you could graduate with College Honors if you meet certain GPA requirements and complete a senior thesis. (For eligibility requirements, consult the rules of the College of Agriculture and Life Sciences). In either case, if you pursue a senior thesis, you will choose a faculty advisor and committee members from CDAE. Begin early getting to know different faculty members in the department to ensure that this is a smooth process.

### *Can I do an independent study course?*

Yes, although we believe there will be little reason to do so. Students typically take an independent study course when there is no course on the topic they are most interested in studying. In any given semester, we will offer many courses on a wide variety of topics, which makes taking an independent study course less necessary. However, in certain exceptional circumstances—e.g., because of a strong desire to learn about a particular subject, or to take on the challenge of independent research—independent study may be appropriate. If this interests you, you will have to both identify a member of the CDAE faculty who is willing to oversee the course and notify your faculty advisor as soon as you can to ensure you are able to sign up for it. Often, independent study is much more difficult than enrolling in a class. A student must be very self-motivated and focused.

### *Can I do an internship?*

Yes. We encourage students to get “real world” experience through an internship a some point during their college career. In fact, in some cases it may be requirement—e.g., if you do not meet your Service Learning requirement, you will have to undertake an internship. Most of our students do internships with direct relevance to their degrees—e.g., in business, government, media, international organizations such as the United Nations, and international non-profit organizations working in fields of sustainable development, health, and environment. In order to gain credit for an internship, the student *must* meet with Professor Charles Ferreira ([cferreir@uvm.edu](mailto:cferreir@uvm.edu)) and fill out the necessary paperwork *before* beginning the internship.

Whether the internship is for credit or non-credit, it is up to you to identify and apply for the specific internship you would like. The best way to identify an internship is to visit <http://www.uvm.edu/~cferreir/internship.html> or head to the Career Services office <http://www.uvm.edu/~career/> and examine their enormous collection of internship opportunities. You should also speak with CDAE faculty to find out what internships they would recommend. As a program, we do not formally recommend any specific internship programs, but are happy to advise you through the process and talk through different internship possibilities with you.

### *Can I take off from UVM and do an internship during one semester and have it count for credit in a subsequent semester, when I am back on campus?*

No. Internship credits are available only for the semester in which you are doing the work. In order to receive credit, you need to be enrolled in CDAE 196 or CDAE 296 at UVM. If you do take a semester of leave from UVM to do an internship, you could consider doing an independent study when you get back on campus, deepening your knowledge of themes you learned about while working as an intern.

### *Can I do coursework over the summer?*

Yes. Consult the Registrar’s Schedule of Courses <http://www.uvm.edu/~rgweb/> to find out what is being offered. In theory, it is possible to do an independent study course over the

summer. However, because faculty hold nine-month positions, they have no obligation to supervise your course. Summers are typically reserved for faculty to do research.

### *How should I go about integrating study abroad or domestic off-campus programs into my major?*

We consider off-campus programs—e.g. a CDAE course that involves international service learning, an external study abroad program, or a domestic program (explained below)—to be an especially beneficial element of your college career.

Keep in mind that the processes entailed in arranging to study abroad are different from those required for off-campus domestic programs. For example, when studying abroad there can be GPA restrictions and you must go through the Office of International Education <http://www.uvm.edu/~oies/>. For a program at a domestic college (within the US) may have to take a leave of absence from UVM, which is not always necessary with all foreign study abroad programs. It all depends on if the domestic program is one that has a relationship with UVM and which transfers credits from their program back to UVM. This is something to be sure that you have gone over with the Office of Transfer Affairs.

Whether it is in the U.S. or another country, an off-campus program provides you with the opportunity to move from learning *about* the world to learning *in* the world; a program can refine language and intercultural communication skills; and provides a context and depth for the specific themes you have been studying on campus. With the right program and frame of mind, you can gain invaluable linguistic, cross-cultural, and field research experiences that will enhance your studies, career prospects, and perspective on the world.

The rest of this section focuses primarily on study abroad.

### **Planning for Study Abroad**

*When to go?* As long as you have a minimum 2.5 cumulative GPA, sophomore status, and good social standing (meaning you are not on disciplinary or academic probation and you have paid your tuition and other bills, etc) at the university, UVM will grant you permission to study abroad. Most students go during their junior year. A handful go during their sophomore year, and others their senior year, but remember that the university requires you to take 30 of your last 45 credit hours at UVM.

Keep in mind that some courses required for your major and/or minor might be offered only during certain semesters. Plan out your major and/or minor in advance, and consider how study abroad will help fulfill those requirements.

*Seek Advising* In order to study abroad, you must attend an information session and meet with a Study Abroad Advisor, both at the Office of International Education (OIE). You should also meet with your academic advisor as early in your planning as possible to discuss programs, the application process, and your plan for completing the major or minor.

*Prerequisites* Different programs have different prerequisites, which may include language and certain specialized coursework. Be very clear about what you need for your desired program and prioritize those courses in semesters leading up to the time you want to be abroad. Some programs also have minimum GPA requirements above the general requirement of a 2.0 GPA.

### **Choosing a Program**

The UVM OIE maintains a list of approved programs and exchanges. While you can petition to receive credits from a non-approved program, we strongly advise against it. The reason OIE approves programs is that they meet certain minimum educational standards. If the program that interests you is not approved by OIE, chances are good that it does not provide a quality educational experience. CDAE does not recommend any programs in particular, though we encourage students to look first at CDAE's own programs in Honduras, and St. Lucia.

We encourage you to do an exhaustive search of programs with a thematic focus on your interest before you decide what directions you might want to go with your study abroad. We also suggest that, in addition to asking other students in your area what programs they have gone on, you also discuss specific programs with your advisor and other CDAE faculty members.

Your study abroad experience may fulfill some of your minor requirements and/or your non-CDAE electives, but this needs to be planned for carefully. If you desire to go abroad to fulfill your non-CDAE electives, it is imperative that while you are taking classes on campus (i.e. the semesters before and after you go abroad), you are fulfilling your major requirements almost exclusively.

*Location* Most CDAE students choose stationary programs in the region in which they know the language. Unlike comparative/multi-country programs, stationary programs tend to emphasize language learning, and can usually transfer back easily to a minor in a foreign language.

*Program Type* Do you want to go for an academic year? One semester? Summer? Winter break? Do you want direct enrollment in a foreign university or to be in a group with other Americans? Do you want homestays or dormitory/independent residence? Do you want language immersion or English language? Do you want a program with a field study component, or primarily classroom based?

Above all else, we recommend that you seek out programs that offer sustained immersion in a culture and language different than your own. Many programs are merely "American Bubbles" overseas and offer very little or no true cross-cultural immersion. Such programs offer very little in the way of an international educational experience. Many of these programs are so-called "third-party programs" because they are offered by a U.S.-based organization or university. But beware that even exchange programs, which often have U.S. students living in dorms with other foreign students, are often not much better in terms of immersing you in the local culture because you live with other foreign students.

*Credit Transfer* Find out from the Registrar's Office how the credits from the program you want to apply to transfer back to UVM: [www.uvm.edu/~rgweb](http://www.uvm.edu/~rgweb)

### **Financing Study Abroad**

*Financial Aid* If you participate in a UVM-approved study abroad program, you will be able to continue to receive your UVM financial aid while abroad. However, UVM institutional-based financial aid no longer covers the costs of some programs. For more information, contact the Financial Aid office and see [www.uvm.edu/~oies/?Page=sa\\_cost.html](http://www.uvm.edu/~oies/?Page=sa_cost.html). UVM institutional aid can usually be applied to bilateral exchange programs, ISEP, and UVM faculty-led programs. In addition, UVM offers a semester-length program abroad—in Oaxaca, Mexico, and, because it is a UVM program, ALL of your financial aid travels with you. The Oaxaca Program offer scholarships in addition to UVM's financial aid package. Many non-UVM programs also offer scholarships.

### **Your Application**

*References* Most programs require one or several faculty references. You should get to know several teachers well in advance of your application deadline, and give them plenty of lead time to write their letters. Do not wait until the last minute on this one!

*Essays* Different programs require different kinds of essays. Share your essay with your advisor and other reference letter writers for feedback well in advance of deadlines.

### **Suggested Timeline for Applying**

Two semesters before you want to go:

- Visit the Office of International Education. Attend a mandatory information session and meet with a Study Abroad Advisor.
- Meet with your academic advisor to discuss your plans.
- Begin researching programs and their deadlines at OIE, on the web, and by talking to faculty and other students who have studied abroad.
- If the program has an early deadline, begin completing the application and request reference letters.
- Contact the Financial Aid Office to discuss your specific aid situation. Identify financial aid deadlines.

One semester before you want to go:

- If the deadline hasn't passed, complete your application.
- Once accepted to a program, you will need to complete a Study Abroad Approval Form, which requires a number of signatures, and attend a mandatory pre-departure meeting at OIE.

### **While You Are Abroad**

*Journal* You are likely to experience some culture shock, even if you study in a country with strong cultural similarities to the U.S., like England or Australia. We strongly recommend that you keep a journal in which you can work through the processes of cultural adjustment, reflecting on the ups and downs of your experience.

*Planning for future work* A study abroad location and experience can provide the basis for a senior thesis, independent study, or term paper after you return. If you need help thinking through possible topics to pursue when you get back, or help identifying materials and information to collect while you are there, talk with your program's academic leaders and contact your advisor back here at UVM.

*Save everything!* Bring ALL your syllabi, copies of papers, and other documentation back with you to ensure smooth transfer of credit.

### **Bringing the Experience Back Home**

*Adjustment* Coming back home can be just as challenging as going. You will have changed in relation to your own culture, and wonder where you fit in back here. You will probably also miss your lifestyle and friends from abroad. There are several keys to settling back into life here:

Share your experience with others: Attend an OIE study abroad returnees' gathering; become an OIE study abroad peer advisor; organize a round table discussion with other students to discuss your experience; or hold a slide show for friends or other area studies students.

Use your new skills: Keep your language skills up by seeking out others who speak the language; hone your cross-cultural communication skills by tutoring an international student or volunteering in town with groups you might not normally get involved with (immigrants, community outreach, etc.)

Don't assume that you are the only one who changed: Friends and family will have experienced new things and changed while you were away, too. Don't assume you're the only one with good stories and be a good listener.

Keep learning about the places you went: Take more coursework that focuses on place(s) and issues you encountered abroad, and try to use course writing assignments to deepen your knowledge of these themes.

## **PART FOUR: CDAE Beyond the Curriculum**

*What will my diploma say?*

"Bachelor of Science in Community and International Development."

or

"Bachelor of Science in Community Entrepreneurship."

or

"Bachelor of Science in Public Communication."

*How can I get involved in faculty research?*

A major aspect of a faculty member's job at UVM is to conduct and publish research. Most faculty members welcome undergraduate involvement in their research, involvement that ranges from support identifying and locating literature and other useful sources; collecting, sorting, and analyzing data; and, periodically, co-authoring academic publications. Students can either be paid with work study money or, in some cases, an outside grant; or a student can receive credit as an Independent Study course. A handful of students searching for experience and an eventual recommendation for jobs or grad school have also helped faculty with their research for no compensation or credit. If you pursue college honors or are in the Honors College, research is an expectation of the student.

*If you would like to participate in faculty research, keep two things in mind:*

1) Faculty members expect *high quality* work from their research assistants, typically higher than they expect out of your undergraduate coursework, since a faculty member's professional reputation is at stake if s/he publishes shoddy research. While they are quite willing to "train" you in what they are doing, they expect a serious commitment from you if you are going to get involved in their research; and 2) You may end up working on a theme you would not necessarily want to work on yourself. If you would like to conduct independent research on a topic that interests you which does not align with a faculty member's ongoing research, do a senior thesis or independent study course.

A good way to identify a faculty member with whom you can work is to start with faculty whose CDAE courses you have taken, because you will have a sense of what they work on, and these faculty members will know you and your work style and so better able to judge the potential contribution you can make. Some faculty members also actively seek out research assistants, posting announcements at the work study office or department hallways (typically at the beginning of a semester); make sure you make yourself known to those faculty members.

### *Can I get funding to do undergraduate research?*

Yes. UVM has a number of funding sources to support undergraduate research. Each of these sources is competitive. For an updated list of research and funding opportunities, check out the UVM Office of Undergraduate Research:

<http://www.uvm.edu/ugresearch/?Page=grants.html>,

### *What is the Undergraduate Teaching Assistant experience like?*

*"To teach is to learn twice." – Joseph Joubert*

Being a TA for a course in CDAE allows the learning experience that one may have had while taking the class to extend into practice, reiteration, and teaching. By re-framing one's perspective of the course material in the lens of a teacher/instructor/teaching assistant, a TA has the opportunity to take the course to the next level. To be a TA for a service-learning course allows one to create a stronger relationship with the community partner than as a student, too. Many CDAE alums find themselves employed by the community partners with whom they worked as a TA. Graduates often tell us that being a TA helped them get into graduate school or a job after UVM.

A large handful of the courses in the CDAE Department have undergraduate teaching assistants helping to facilitate coursework, in-class experiences, local, national, and international travel, grading, and more. These students are generally those who have taken the course for which they are a TA, did well academically in that course, and have a positive outlook on the mission and goal of what the course offers. Undergraduate TAs can receive credit (and sometimes payment via work-study) for their experience. If you have taken one of CDAE's international travel courses, and TA for the course later, much of your course/travel fees are generally paid for as well.

If you are interested in being a TA for a CDAE course, make a strong effort during your own course experience, be engaged, and express your interest to your Professor. Some positions are hard to get, so do not be discouraged if some courses have limited TA opportunity.

### *What kinds of post-graduation job and career opportunities are there for CDAE students?*

CDAE majors learn to see complex connections through systemic and holistic thinking. They also master transdisciplinary research skills. All of these skills are useful in the following careers, among others:

- \* Foreign Service/State Department
- \* International business, including working for a domestic American corporation in their international operations, or working for a corporation abroad
- \* Entrepreneurship
- \* International development and sustainable development
- \* International non-profit work or activism on environment, human rights, social justice, etc.
- \* Journalism and other communications media
- \* Education, especially teaching at the high school level and above (higher degrees are necessary to teach above the high school level)
- \* Ecological design
- \* Renewable energy and energy efficiency
- \* Executive Director of a non-profit
- \* Public affairs for a non-profit
- \* Fund raising for non-profit, school, NGO
- \* Event planning
- \* Americorps

- \* Teach for America
- \* Graduate school (MBA, MPA, MS)
- \* Teaching English as a Second Language (TESL) in another country

After finishing at UVM, many of our graduates set out for far-flung corners of the world. They have a number of distinct advantages: some students have multilingual abilities, service learning and real-world experience. Many students even find connections and work opportunities because of a previous study abroad/service learning experience or efforts made before they left.

Finding employment abroad typically takes careful thought and strategizing, an adventuresome spirit, and extra effort and persistence.

Whether you are planning a long-term career abroad, or simply looking for a way to spend a few months or years in a paid job or volunteering abroad, the UVM Career Services office and CDAE faculty can offer useful advice. We encourage you to begin thinking early about your post-graduation plans, if only so that you can take full advantage of the amazing resources here on campus that are ready to assist you.

Here are some resources to get you started.

**UVM Career Services ([www.uvm.edu/~career](http://www.uvm.edu/~career))**

Make an appointment with a counselor and peruse their listings of jobs and internships, some of which are international.

**Monster.com**

The “Career Advice” section of the website often has useful perspectives and advice on getting work abroad. Their “Student Checklist for Work Abroad” is especially helpful. Monster.com also has a useful page on Internships Abroad.

**Monetos ([www.monetos.com](http://www.monetos.com))**

This website offers very useful information for those who desire to live in a European Union country.

**Transitions Abroad ([www.transitionsabroad.com/listings/work/index.shtml](http://www.transitionsabroad.com/listings/work/index.shtml))**

The Transitions Abroad website is an excellent resource for finding work abroad. We recommend that you obtain a copy of their excellent resource book [Work Abroad: The Complete Guide to Finding a Job Overseas](#).

**Network for Living Abroad ([www.liveabroad.com/articles/jobfinding.html](http://www.liveabroad.com/articles/jobfinding.html))**

Run by expats for expats, this site has a useful discussion on finding work overseas.

*What if I need a letter of recommendation for study abroad, graduate school, or a job?*

The best person or people to write a letter of recommendation for you are those who are familiar with your work and can also speak to your personal and academic strengths and weaknesses. Ideally, this will be a professor who has worked with you in one or more small or medium-sized classes, or as a research assistant or TA. We recognize that this is not always possible, especially for first and second year students. If you are enjoying a course, regardless of the size or level of the course, and think you may want to ask the professor for a recommendation later on, you may want to go to the professor’s office hours to discuss the course and your long term interests.

When asking for a letter of recommendation:

- Give the professor plenty of lead time (at least 4 weeks). Some faculty like to discuss the program or job you are applying for with you, so if possible plan to meet with the professor to discuss this and go over your interests and qualifications.

- For study abroad and graduate school applications, a copy of your application essay will help the professor tailor the letter to your interests. For jobs, a copy of your cover letter and resume
- Ask whether the professor would like addressed, stamped envelopes (some recommendations need to be sent in official letterhead envelopes)
- Make sure ALL of the forms you give to the professor are filled out and signed.
- Be aware that most faculty do not send students copies of their recommendation letters. A confidential letter will generally be seen as more honest and therefore more powerful. If you have doubts about the quality of letter a faculty member will write for you, you should find another recommender.
- Career Services has an excellent page on recommendation letters, including information about Interfolio, a paid service that will manage recommendations for you and send them out at your request (most suitable for job letters):  
<http://www.uvm.edu/~career/?Page=recommendationfaq.html>

## **PART FIVE: CDAE Policies and Procedures**

The CDAE Department follows University policies and procedures. Some of these policies and procedures are flexible; others are not. Students should expect to fulfill major requirements as described in this handbook. Your Advisor can assist you in navigating these policies, but in the end you are responsible for making sure that you meet the graduation requirements. Luckily, it is easy to find information about policies and procedures. Some key links are below:

### **Academic Integrity**

UVM takes academic integrity very seriously. The University's Code of Academic Integrity notes that "Standards of academic integrity are necessary for evaluating the quality of student work in a fair manner." Violations of academic integrity include plagiarism, fabrication, collusion, and cheating. It is the student's responsibility to know and adhere to this policy, which is found on the following webpage: <http://www.uvm.edu/policies/student/acadintegrity.pdf>. Violations of the code have serious consequences.

### **Academic Support Programs**

There are a range of academic support programs at UVM designed to help students work to their full potential in the classroom. Information about services such as the Learning Coop, ACCESS, and Student Support Services is available at: <http://www.uvm.edu/~aspprogs/>

### **University Policies**

Students are encouraged to familiarize themselves with academic policies regarding exams, religious holidays, late withdrawal from a course, requesting the grade of "incomplete" in a course, and repeating a course. These policies are available in the University Catalogue:

<http://www.uvm.edu/academics/catalogue2013-14/?Page=allpolicies.php&SM=policymenu.html&letter=a>

### **Attendance**

Students are expected to come to all lecture and lab classes and be in your seat a few minutes early, and stay the entire class time. Unexcused lateness or absences will undoubtedly affect a student's grade, at the discretion of the course instructor. Athletes are excused only for Varsity Games (and work is expected to be made up within one week). Absences are excused only in cases of extreme sickness, death in your immediate family, or other extreme documented circumstances. In such circumstances, notify the CALS Deans office (Rose Laba, [rlaba@uvm.edu](mailto:rlaba@uvm.edu), 656-0289) who will contact your Professors with an official excuse, your course professors, and your TAs within 24 hours of missing class.

