

## ***PROGRAM GUIDELINES***

The certificate in European Union Studies is operated under the supervision of the European Council of the University System of Georgia. The program is open to all institutions and students of the University System (Appendix A) as well as to professionals with an undergraduate degree.

### ***Certificate Concept***

A certificate is designed to provide in-depth study on a topic that cuts across traditional academic disciplines and typically has a "real life" application in a professional context. Its purpose is to "certify" an individual as competent in a subject area outside conventional degree programs. This certification demonstrates professional expertise to potential employers.

### ***Admission***

A certificate in European Union Studies can be earned in one of two ways. Under the academic track, a certificate is taken in tandem with an undergraduate degree program. Students from all academic majors are eligible to participate so long as they possess a minimum 2.75 cumulative Grade Point Average (GPA). It should be noted that some institutions permit the certificate to substitute for an academic minor. Under the professional track, non-degree students – such as business executives – are eligible to enroll in the program upon proof of a valid undergraduate degree from an accredited institution on the condition that they fulfill the minimum GPA requirement of 2.75.

Under either track, an application to the program cannot be made until successful completion of the following: (1) an introductory course on the European Union (EU) with a grade of "C" or better, (2) 30 semester hours of academic credit, and (3) a course in World History, Western Civilization, or Global Issues. The latter course must be approved by an institution's campus representative to the EU Studies program as containing sufficient content on Europe and European topics.

### ***Certificate Curriculum***

The certificate is composed of five courses that total a minimum of 15 semester hours of academic credit. To earn the certificate, students must have a 3.0 cumulative GPA in program courses upon completion of the program. An official certificate is awarded by a student's home institution for satisfactory fulfillment of the curriculum. Most institutions also recognize the accomplishment on the permanent transcripts of students participating in the academic track.

Aside from a certificate earned at one's home institution, students may have the opportunity to acquire a certificate jointly conferred with a European institution. This option requires students to complete – with a grade of "B" or better – a minimum of two online courses that are co-taught by European faculty. In other words, the certificate is bestowed by two institutions, one in Georgia and one in Europe. The benefit is that students obtain a credential from a respected university in Europe.

The curriculum for the program is outlined below:

#### A. Introduction to the European Union

This course constitutes the program's core offering and can be taught at the level (1000-3000) appropriate to an institution's status and discipline preference. The course is structured to accomplish five learning outcomes which are measured by students proving knowledge of:

- the historical origins and development of the EU
- the EU's governing institutions
- the EU's policymaking processes
- current EU policies and issues
- EU-USA relations

Although counted only once toward satisfying the certificate's requirements, a student taking the introductory course at the 1000 or 2000 level is not precluded from enrolling in the course at the 3000 level.

#### B. Multidisciplinary Menu

Each institution maintains an approved multidisciplinary "menu" of courses that can be utilized to satisfy the certificate's requirements. A student must complete three courses from this menu, including at least one course in two different discipline areas: Social Sciences, Humanities & Fine Arts, Business & Economics, and Natural & Health Sciences. No more than one course can be taken at the 1000-2000 level. This requirement is waived for courses taken in a study abroad experience or EU online course where an institution's campus representative approves a specific course(s) as appropriate to the program's objectives. Students may substitute for up to two multidisciplinary courses by performing an internship and/or composing a thesis. A course qualifies for the multidisciplinary menu if it meets *any* of the following three criteria:

- it deals substantially with a particular aspect of the EU or European integration;
- it deals substantially with the impact or consequences of the EU or European integration;
- it has a comparative scope, with at least twenty-five percent focused on the EU.

A course, even if relevant, cannot be included in the menu until approved according to the program's guidelines.

#### C. Capstone Seminar

A 4000-level seminar serves as a capstone experience and should ideally be the last course taken in the certificate program. The course has three learning objectives: (1) to update students on EU developments and reinforce their general knowledge of the EU; (2) to provide in-depth knowledge of important EU issues; and (3) to allow students to conduct intensive research on EU-related topics.

The capstone requirement can be met through a specially-designated capstone course at a student's home institution, by taking an online course designated as the capstone seminar, or by taking a course at the student's home institution which meets the above-stated learning objectives.

#### D. Areas of Distinction

In addition to acknowledging competence in the European Union generally, the certificate also highlights special achievements by providing a notation of "distinction" in three areas:

- a practicum experience;
- foreign language proficiency (two courses at the 3000-4000 level);
- composition of a thesis.

The practicum experience pertaining to the EU must be performed either in the form of an overseas visit or an internship. The overseas option is broadly defined and can be accommodated by a wide range of activities, including study or research abroad. The same flexibility applies to the internship, which can be served domestically or internationally. A student's specific practicum experience must be approved by the program's campus representative.

A distinction in foreign language must be earned in a European language approved by the program's campus representative as appropriate to the certificate's objectives. A student with prior language skills can earn a distinction by successful completion of an examination demonstrating competence equivalent to the 3000 level. The exam is administered at the student's home institution.

The thesis can be written anytime during the final year of study. It is supervised by a committee composed of three faculty members who represent at least two different academic disciplines. Faculty members from any institution participating in the program are eligible to serve on the committee. The student designates one member as thesis director.

The thesis topic must address the EU in some significant way and must be approved by the committee. The format and content of the thesis must adhere to the program's style guidelines (Appendix B). The members of the thesis committee vote on whether to "pass" or "fail" the student at the conclusion of an oral defense. A "pass" vote must be unanimous. If one negative vote is recorded, the student is given an opportunity to revise the thesis; the course is failed if not obtaining a unanimous "pass" vote on the second oral exam. The thesis course is automatically failed when a student receives two "fail" votes on the first oral exam. After a successful oral defense, the thesis director awards a letter grade. Credit is assigned in the manner determined by the student's institution. This option can be used to fulfill an institution's honors and/or departmental thesis requirements; modifications can occur in the thesis regulations with the consent of the program's campus representative but only where the modification is needed to accommodate institutional or departmental requirements.

When concluded, the program's curriculum ensures that the certificate contains sufficient rigor and depth to validate a student as qualified in the field of European Union studies.

## ***Curriculum Checklist***

- World History, Western Civilization, or Global Issues
- Introduction to the EU (grade of "C" or better)
- 2.75 entrance GPA (cumulative)
- 3 interdisciplinary courses from an approved menu
- Capstone seminar
- Option: Practicum experience (overseas visit or internship)
- Option: honors or language distinction
- Option: Joint certificate with European university
- 3.0 GPA in certificate courses

## ***Program Administration***

The certificate is managed by the European Union Studies Council which is composed of one representative from each participating institution. This committee reports to the European Council which exercises oversight of the program on behalf of the University System of Georgia. A program assessment is submitted to the European Council on an annual basis. A formal agreement must be signed by the President of an institution to establish an official affiliation with the program. Aside from university system affiliates, a network of partner universities is maintained in EU countries for purposes of curriculum collaboration and related activities. Each overseas affiliate is entitled to voting status on the EU Studies Council. The Council must convene at least once each year.

## ***Appendix A***

### ***Participating University System Institutions European Union Studies Certificate***

Armstrong Atlantic State University  
Clayton College & State University  
Columbus State University  
Dalton State College  
Georgia Regents University  
Georgia Southern University  
Georgia Southwestern State University  
Georgia State University  
Kennesaw State University  
Middle Georgia College  
South Georgia College  
University of West Georgia  
Valdosta State University

**Appendix B**  
*Honors Thesis Guidelines*  
*European Union Studies Certificate*

An Honors Thesis is an optional element of the European Union Studies Certificate. If successfully completed, a student's certificate shall be awarded with "distinction." The thesis should be prepared according to the guidelines outlined below. However, these guidelines can be altered if not appropriate to the topic of the thesis. Any deviation in thesis form, content, or style must be approved by the program's steering committee in advance of a defense of the thesis.

**A. Thesis Arrangement**

**1. Approval Page** (not numbered)

Accepted by the Steering Committee  
European Union Studies Program

in partial fulfillment of the requirements for  
the Degree of Bachelor of \_\_\_\_\_

Thesis Committee

\_\_\_\_\_  
Thesis Director

\_\_\_\_\_  
Director, EU Studies Program

**2. Title Page** (small Roman numeral i)

Title Centered (up to three lines)

A Thesis

Presented to

the Faculty of \_\_\_\_\_  
Institution Name

In Partial Fulfillment of the Requirements for the Degree

Bachelor of \_\_\_\_\_

by

Student Name

Year

3. **Dedication Page** (optional, small Roman numeral)

4. **Table of Contents** (small Roman numeral)\*

Table of Contents

Preface	iv
Abstract	v
Chapter One Title	1
Chapter Two Title	10
Chapter Three Title	20
Bibliography	45

\*The chapter and page numbers are examples. The length and structure of a thesis may vary considerably.

5. **List of Tables** (small Roman numeral and a separate page)

Tables must be listed if five or more appear in the thesis. If a list of tables is included, it must be cited in the Table of Contents.

6. **Preface** (optional, small Roman numerals and separate pages)

7. **Abstract** (small Roman numerals, cite in Table of Contents)

The abstract summarizes the significant contents of the text. It should be no more than 600 words and should contain no subdivisions. It must include the following: a short statement of the problem; a discussion of the methods and procedures used in data collection, if appropriate; a summary of the findings and arguments; and recommendations or conclusions.

8. **Text** (Arabic numerals, divided into chapters)

9. **Reference Materials** (sequence)

Appendices  
Bibliography

## ***B. Thesis Style Guidelines***

The citation and style system used in the thesis depends upon the discipline. Approved style manuals are the *MLA* (Modern Language Association) *Handbook for Writers of Research Papers*, the University of Chicago's *A Manual of Style*, the *Manual of the American Psychological Association* (APA), the *American Institute of Physics Style Manual*, and the *Accounting Review Style Manual*. Other style manuals may be used, subject to approval by the thesis director.

Page numbers are placed at the bottom, center of the page. No justification of paragraphs is permitted. The left margin should be 1.5 inches while the remaining margins (right, top, and bottom) should be 1 inch. The manuscript must be double-spaced except for the single-spacing of any direct quotation that is four or more lines in length. Such quotations must be block indented (.5") without quotation marks. The MLA style manual is an exception to this rule.

A chapter's number (e.g., Chapter One) begins on line 2" and is centered in the middle of the page. A chapter's title is entered two spaces below and is also centered. If a title is more than one line, the remainder of the title appears one space below. The chapter's text commences three lines under the title.

Style manuals vary on the use of footnotes, with many requiring parenthetical documentation within the text. If footnotes are used, each chapter begins with footnote number 1; additional footnotes are numbered consecutively from that point until the end of the chapter. Footnotes for the next chapter again start with number 1. The first time a work is cited in a chapter, a full citation is used even when that work was cited in a previous chapter. Unless a style manual dictates otherwise, footnotes should be placed at the bottom of the page. If a style manual calls for notes, use footnotes rather than endnotes.

The bibliography is divided, if appropriate, into two categories: Primary Sources and Secondary Sources. Style manuals differ over the specific format used for a bibliography. Unless a manual requires otherwise, the word "Bibliography," centered in the middle of the page, is placed on line 2". If needed, enter "Primary Sources" on line 2.5" and center it. The list of works cited in the thesis follows below the heading, which is either Bibliography or Primary Sources. In general, sources are listed alphabetically by the author's last name. Under each author's name, list works according to the year of publication, beginning with the most recent. If a source has more than one author, all authors' names should be included in the order in which they appear in the book or article.

For each bibliographic entry, begin with the first citation flush against the margin, with all subsequent lines of that entry using a "hanging indent." A hanging indent is when the second and following lines of a bibliographic citation are tabbed .5". Except for the MLA system, single space entries while double-spacing between each citation. If Primary Sources are used, triple space at the conclusion of the last entry and type "Secondary Sources," centering it in the middle of the page. The same process should be followed for these citations as above.