

Syllabus: [Course Title]

[COURSE NUMBER] – Faculty-Led Study Abroad Program

[TERM] Term [YEAR] – [START DATE] to [END DATE]

Approved to count as [PROPOSED DEGREE FULFILLMENTS], [#] credit hours

Academic Pre-Requisites and Requirements: [PRE-REQUISITES]

Study Abroad Requirements: Enrollment in this program requires the completion of a Study Abroad Application (available at TruView > Tools > Student > Student Tools > Registration > Apply to Study Abroad), the submission of all requested supporting materials, acceptance into the program by the program leaders, and completion of all program payments and required pre-departure orientations. Please pay close attention and respond in a timely manner to all communications regarding the completion of these steps, which will be emailed to your official Truman email address by the Study Abroad Office or its staff throughout the application and enrollment process. Official program details and updates will be provided on the program website.

Program Website: [studyabroad.truman.edu/programs/faculty-led/\[...\]/](http://studyabroad.truman.edu/programs/faculty-led/[...]/)

Program Leaders:

[PROGRAM DIRECTOR 1]	[PROGRAM DIRECTOR 2]
Program Director	Program Director
[OFFICE]	[OFFICE]
[PHONE]	[PHONE]
[EMAIL]	[EMAIL]

Center for International Education:

Faculty-Led Coordinator Name	Study Abroad Office
Faculty-Led Coordinator Office	Baldwin 106
(660)-785-XXXX	(660)-785-4076
XXXX@truman.edu	studyabroad@truman.edu

Course Description

[COURSE DESCRIPTION]

Program Overview

[PROGRAM OVERVIEW]

Learning Outcomes/Course Objectives

[LEARNING OUTCOMES]

Assignments and Grading

Grading

[GRADING EXPLANATION]

Evaluation

[LIST OF ASSIGNMENTS, DUE DATES, AND PORTION OF GRADE]

Description of Assignments and Assessment

[DETAILED DESCRIPTIONS OF EACH ASSIGNMENT]

Required Materials

[LIST OF REQUIRED MATERIALS]

Pre-Departure Meetings

[DESCRIPTION OF PRE-DEPARTURE MEETINGS]

Daily Schedule

[FOR EACH DAY OF THE PROGRAM:]

Day [#]: [DATE]

Daily Goal(s): [DESCRIPTION OF GOAL(S)]

Location: [DESCRIPTION OF LOCATION(S)]

Schedule: [DESCRIPTION OF SCHEDULE]

Morning: [MORNING ACTIVITIES]

Afternoon: [AFTERNOON ACTIVITIES]

Evening: [EVENING ACTIVITIES]

Readings/Assignments: [DESCRIPTION OF ASSIGNMENTS]

Post-Program Debriefing

[DESCRIPTION OF POST-PROGRAM MEETINGS]

Academic and Behavioral Expectations

Academic Honesty

Personal and scholarly integrity are expected of everyone in the class. Failure to live up to those responsibilities, risks earning a failing grade on the assignment/examination, a failing grade for the course, and/or in serious cases expulsion for the academic program or University. The University policy on academic dishonesty as published in the Student Conduct Code and General/Graduate Catalog applies and can be accessed here:

http://catalog.truman.edu/content.php?catoid=13&navoid=625&hl=academic+dishonesty&returnto=search#Academic_Dishonesty

Behavioral Expectations and Consequences

[DESCRIPTION OF BEHAVIORAL EXPECTATIONS AND CONSEQUENCES]

Important University Policies and Procedures

Non-Discrimination

Truman State University, in compliance with applicable laws and recognizing its deeper commitment to equity, diversity and inclusion which enhances accessibility and promotes excellence in all aspects of the Truman Experience, does not discriminate on the basis of age, color, disability, national origin, race, religion, retaliation, sex (including pregnancy), sexual orientation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Faculty and staff are considered “mandated reporters” and therefore are required to report potential violations of the University’s Anti-Discrimination Policies to the Institutional Compliance Officer.

Title IX prohibits sex harassment, sexual assault, intimate partner violence, stalking and retaliation. Truman State University encourages individuals who believe they may have been impacted by sexual or gender-based discrimination to consult with the Title IX Coordinator who is available to speak in depth about the resources and options. Faculty and staff are considered “mandated reporters” and therefore are required to report potential incidents of sexual misconduct that they become aware of to the Title IX Coordinator.

For more information on discrimination or Title IX, or to file a complaint contact:

Compliance Office Name, Institutional Compliance Officer, Title IX and Section 504 Coordinator

Office of Institutional Compliance
Violette Hall, Room 1308
100 E. Normal Ave
Kirksville, MO 63501
Phone: (660) 785-4354
titleix@truman.edu

The institution's complaint procedure can be viewed at <http://titleix.truman.edu/files/2015/08/University-Complaint-Reporting-Resolution-Procedure.pdf> and the complaint form is accessible at <http://titleix.truman.edu/make-a-report/> .

Office of Student Access and Disability Services

To obtain disability-related academic accommodations students with documented disabilities must contact the course instructor and the Office of Student Access and Disability Services (OSA) as soon as possible. Truman complies with ADA requirements. For additional information, refer to the Office of Student Access and Disability Services website at <http://disabilityservices.truman.edu/>

You may also contact OSA by phone at (660) 785-4478 or email studentaccess@truman.edu

Student Surveys of Instruction and Study Abroad Experience

You will be asked to complete a two surveys at the conclusion of this course. The first will ask you questions regarding my instruction in this course. The second will be sent to you directly by the Study Abroad Office and will ask you questions regarding your experience of the program (including questions about the application process, logistics, and travel experience). These surveys are both anonymous and I will not see the results until after grades have been completed. It is very important that both the Study Abroad Office and I receive this feedback as it helps us to continuously improve this program. It also helps the University make decisions about our overall curriculum. Please be sure to participate in these survey opportunities.

Credit Hour Statement

[CALCULATION/JUSTIFICATION OF CREDIT HOUR LEVEL FOR COURSE]