



## Study Abroad and Global Engagement

SOUTHEASTERN LOUISIANA UNIVERSITY

### Syllabus template for Study Abroad/Study Away

**Program Title**

**Course Number and Title**

**Total # Credits:**

**Course Dates and Term:** <Include orientations, pre-and post-class meetings, final exams, papers, etc.

**Travel Dates**

**Instructor:**

**Office:**

**Telephone:**

**E-mail address:**

***Course Description:***

***Course Objective / Learning Outcomes***

Students who complete this course successfully will be able to:

<Consider listing 4-6 “big picture,” student-centered course goals or learning objectives– What should your students learn or be able to do as a result of participating successfully in your course?

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***Required Texts, Materials, or Equipment***

- List required texts, titles, and authors, as well as edition.
- List any required materials or equipment (e.g. lab notebook, specific calculator, etc.).

***Class Participation***

<Describe the function of student participation within the course, as well as your expectations for how students should participate in class/excursions. This information should include whether participation is required, how it is assessed, etc.

***Course Grading***

<Include assignments, exams, presentations, etc. that together determine the final grade for the course, with a clear indication of the value of each. If relevant, include grade cut-offs or other information.

## **Course Policies and Information for Students** [\(Add link from Moodle\)](#)

### Academic Dishonesty

Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student, and similar behavior that defeats the intent of an examination or other classwork. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined by Southeastern Louisiana University's [Academic Integrity policy](#).

### Student Code of Conduct

The Office of Student Advocacy and Accountability (OSAA) is responsible for administering a campus-wide student disciplinary system that is student-centered and based on educational and developmental principles. OSAA strives to uphold community standards while respecting the rights of the individual. Students are expected to familiarize themselves with the [Student Code of Conduct](#) and [University Policies](#) and to conduct themselves in a manner that supports the educational mission of the University, as well as comply with University rules.

### Detection of Plagiarism

Students agree by taking this course that all required papers may be subject to submission for textual similarity to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the course or university repository solely for the purpose of detecting plagiarism of such papers.

For more information on using Turnitin in Moodle as a student, please see the [Using Turnitin with Moodle as a Student resource page](#).

Use of Turnitin is subject to the [Terms of Use](#) posted on the Turnitin website.

### Accommodations for Disability for Study Abroad/Study Away

To request accommodations for study abroad, students must obtain an Accommodation Request Form for their specific term abroad from the Office of Student Accessibility Services (SAS), Tinsley Hall, room 102. and submit a copy to the SAGE office. Appropriate arrangements will be made to the extent possible including, but not limited to, housing, transportation, field trips, excursions, cultural activities, and classroom or test accommodations. If a student does not provide a SAS Accommodation Request form, accommodations cannot be provided based on a disability.

Arrangements for most academic accommodations (note taking services, recording devices, smart pens, extended testing time, etc.) are typically made by the Faculty Coordinator. If special circumstances unique to the study abroad program make providing these accommodations difficult, possible alternate arrangements will be considered in consultation with SAS and SAGE. Accommodations pertaining to

nonacademic components of the program (housing, transportation, additional on-site support) will be assessed by the Study Abroad and Global Engagement Office in consultation with SAS, the student, the Faculty Coordinator, and the on-site provider (if applicable).

For more information on student accommodations please visit the [Student Accessibility Services](#) website.

### Student Behavior and Classroom Decorum

Free discussion, inquiry, and expression are encouraged in this class. Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Examples may include:

- routinely entering class late or departing early
- use of communication devices, or other electronic devices
- repeatedly talking in class without being recognized
- talking while others are speaking
- or arguing in a way that is perceived as "crossing the civility line."

Classroom behavior that is deemed inappropriate and cannot be resolved by the student and the faculty member may be referred to the [Office of Student Advocacy and Accountability](#) for administrative or disciplinary review as per the [Student Code of Conduct](#).

For more information on the Student Code of Conduct, or the Office of Student Advocacy and Accountability, please see the [Division for Student Affairs](#) website.

### Reporting Sexual Misconduct

If you would like to report a sexually oriented crime, please be aware that the University Policy regarding Power-Based Violence & Sexual Misconduct is located online at: [http://www.southeastern.edu/resources/policies/policy\\_detail/sexual\\_misconduct.html](http://www.southeastern.edu/resources/policies/policy_detail/sexual_misconduct.html) as well as the University Student Handbook at: [http://www.southeastern.edu/admin/stu\\_affairs/handbook/index.html](http://www.southeastern.edu/admin/stu_affairs/handbook/index.html). The policy includes definitions of the various sexually oriented offenses prohibited by Southeastern as well as the reporting options for victims and the process of investigation and disciplinary proceedings of the University.

Southeastern faculty and staff are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty or staff member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University's Title IX Coordinator or Deputy Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. If you would like to speak with someone confidentially, the Student Counseling Center (985-549-3894) and the Student Health Center (985-549-2242) are both confidential resources.

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### Withdrawal Policy

If, for any reason, a student chooses to withdraw from a program, a Study Abroad Office Withdrawal Form must be completed. Verbal statements of withdrawal will not be considered as notification of withdrawal; therefore, the student will still be considered a program participant until written notification is received. Availability for refund will be based on the date that the Withdrawal Form is received by the Study Abroad Office. If acceptance is revoked for any reason, the student is responsible for fees incurred as stated below:

**Prior To The Application Deadline** – If a student withdraws from a program **prior to the application deadline**, he/she will be refunded the full amount of the program’s cost, less the \$300 non-refundable deposit fee.

**After the Application Deadline** – If a student withdraws from a program **after the application deadline**, he/she will be financially responsible for the \$300 non-refundable deposit fee and the full amount of the program’s cost at the time of withdrawal.

In the event that **extreme circumstances** cause the student to withdraw, the Study Abroad Director will review the situation on a case-by-case basis. At the discretion of the director, any funds that are recoverable and uncommitted may be refunded, less the \$300 non-refundable deposit fee.

**Under no circumstances** can any refund requests be considered for students who have completed a program.

### Course Number / Title, Course Schedule (Tentative)

Date	Location	Activity

