

# Sample Syllabus- Liberal Arts Embedded Course

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Course Name/Number, Credits

Semester

Program Dates, Location(s)

## **Faculty Leader Name(s) & Contact Information**

Brandon McCartney  
Career Coach & Global Experiences Coordinator  
Liberal Arts Career Enrichment Network  
101 Sparks Building

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Office Hours: By  
Appointment

\*\*\*Note: Every embedded course is structured differently. This sample syllabus is designed to provide an example of how a syllabus for a 1 credit embedded course could be designed. Please feel free to adjust your syllabus based on what is most appropriate for the academic structure of your program.

## **Embedded Course Description**

Include a description of the embedded program, the educational activities involved and how it aligns with the associated academic course(s).

## **Embedded Course Objectives**

Include learning goals/objectives as you would for a residential course.

## **Academic Requirements**

Include any requirements related to the associated course(s) that students must be enrolled in to participate in the embedded course, along with any pre-requisites.

For an excellent resource of pedagogically-sound instructional activities that can be integrated into an embedded course, please review the [Education Abroad Faculty Toolkit](#) (which was originally developed as part of a Teaching Support Grant through the Schreyer Institute for Teaching Excellence and Penn State Global).

## **Embedded Course Materials**

Include any readings or additional materials.

## **Evaluation/Assessments**

This is the most important part! As this is a for-credit academic course, students must be informed about how they will be assessed and evaluated.

Please include information about assignments/assessments (before, during or after the embedded travel experience). Examples that other faculty members have used include pre-trip readings, journals, presentations, reflection papers, etc. Also, please include how grades will be determined as you would for a residential course.

**\*Career-Related Activities-** If you have any interest in incorporating career development activities as part of your program, please feel free to contact Brandon McCartney (LA Global Experiences Coordinator) to discuss options. He would be happy to provide a pre-departure workshop about how students can maximize the career benefits of their international experience or a post-program workshop about how students can articulate the skills they've gained from this experience to future employers.

## **Additional Inclusions**

Please feel free to include sections that you would normally include in your course syllabi (ex. academic integrity, nondiscrimination, disability accommodations, grading/attendance policies, etc.)

# COURSE EXPECTATIONS

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## Behavioral Expectations

Please review this information from Penn State Global:

Faculty are encouraged to deliver **clear academic and behavioral expectations** to students. Faculty are given substantial latitude in setting expectations provided what is expected is reasonable and supports the academic mission and program goals.

We strongly recommend that **behavioral expectations and accountability statements should be included on the faculty syllabus**. *An example of the language may include:*

“Attendance and regular participation is required. Behavioral issues cited in the EA Conduct Standards Agreement as well as the PSU Code of Conduct apply to your classroom performance as well as to attendance in class or on field trips. Infractions of the academic and conduct agreement will have a negative impact on your grade.” The addendum can speak to specific expectations of their particular program. For example, for programs in Italy, the syllabus can read: “in accordance with local laws, students may not host overnight guests in rented apartments.”

## Health, Safety & Security

Please see information below about examples of optional information you can include about health, safety & security. Please refer to the Check-List for Student Orientation provided by Education Abroad.

- **International Health Insurance** – All program participants will be automatically enrolled in Penn State’s International Health Insurance, United Healthcare Global, and the Penn State Travel Safety Network.
  - Health Insurance: <https://global.psu.edu/article/international-insurance-university-affiliated-travel>
  - Students should print and carry their health insurance card with them during the trip.
  - Students are responsible for obtaining any necessary vaccinations and complying with other country-specific medical precautions. Students are encouraged to make any necessary appointments at the Penn State Travel Clinic or with a personal physician.
  - Student with preconditions (ex. food allergies) are encouraged to inform faculty leaders.
  - Students who plan to travel with medications need to verify these medications are permitted in this country (also, they should consider using the original container, bringing a physician’s prescription, and store it in hand luggage). This information can be verified through the health insurance portal.
- **Drug and Alcohol Policy**
  - All Penn State students are expected to adhere to the Penn State Code of Conduct while abroad. Abuse of alcohol is prohibited. Possession, use or dissemination of illicit drugs is prohibited.
  - **\*\*\*Note:** Faculty leaders are welcome to include their own expectations/rules regarding alcohol. Per Penn State policy, students are expected to abide by the laws of the host country, though faculty members can implement stricter rules if they prefer. Consider including requirements related to using the buddy system, safe transportation, having a way to be in contact with the leader, etc.
- **Communication**
  - Students who will have international cell phones are encouraged to share their phone numbers with faculty leaders. They should also ensure that they know how to place international phone calls.
  - Students are encouraged to always carry a list of emergency numbers.
- **Crime and Safety**

- **\*\*\*Note:** Faculty can consider including country specific safety/crime details (ex. pickpocketing, street crimes, natural disasters, etc.) that can be found through a State Department Country Report or OSAC Crime Report.

## PSU CODE OF CONDUCT

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### Code of Conduct Violations

Please review this information from Penn State Global, which includes an optional template if you have any issues related to behavior or Code of Conduct violations. This is not necessary in a syllabus.

### CODE OF CONDUCT VIOLATION NOTICE TEMPLATE

Program Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Dear \_\_\_\_\_:

The purpose of this meeting is to inform you that (we/I) have recently received reports alleging that your behavior has been inconsistent, with the University Code of Conduct for students and the Education Abroad Conduct Standards Agreement for programs abroad. [please note that if you have observed the behavior yourself you can change this paragraph to indicate that]

Specifically it has been reported that on (Date) at (Time) in (Location)  
you \_\_\_\_\_

[Provide description of the conduct violation in this space, or attach a separate sheet of paper to the letter describing the incident—and again you can change the wording of this paragraph if this is a violation that you observed yourself. We recommend you cite program-specific violations, referencing particular warnings issued during orientation and items cited in the syllabus, etc.]:

Please be advised that (we/I are/am) again directing you to comply with all rules and regulations governing this education abroad experience, and advising you that any future misconduct may lead to formal disciplinary action by the University including, but not limited to, dismissal from this Education Abroad program and a referral to the University Office of Student Conduct.

(We/I) appreciate your attention to this matter, and (we/I are/am) willing to offer further assistance to help you address the issue, as needed.

Sincerely,

Name of Faculty Program Leader/s

cc: Office of Student Conduct  
Education Abroad