

**Course ID and Title**

**Units:**

**Term:**

**IMPORTANT**:

**The general formula for contact hours is as follows:**

Courses must meet for a minimum of one 50-minute session per unit per week over a 15-week semester. Standard fall and spring sessions (001) require a final summative experience during the University scheduled final exam day and time.

(Please refer to the [*Contact Hours Reference*](http://arr.usc.edu/forms/ContactHoursReference.pdf)guide.)

**Location:** Location of Travel

**Faculty Accompanying Students**

**Contact Info:** Email, phone number (office, cell), Skype, etc. Timeline for replying to emails/calls (i.e. within 48 hours).

**Staff Accompanying Students**

**Contact Info:** Email, phone number (office, cell), Skype, etc. Timeline for replying to emails/calls (i.e. within 48 hours).

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**Course Description**

An expanded version of the description published in the University catalogue, if applicable. Describe the student audience for whom the course is appropriate. Aspirational statements are not learning objectives, but are valuable and belong in this section.

**Learning Objectives (including rationale for the trip)**

Identify what specific, measurable skills a student will demonstrate by the end of the course and travel abroad. What are the goals of the travel abroad? Learning objectives should be both taught and assessed in your course. They are aligned with your assignments, assessments and learning materials.

* Learning objectives stating the rationale for the trip: what are the goals of the travel abroad?

**Prerequisite(s):** course(s) that must be taken prior to this course

**Co-Requisite(s):** course(s) that must be taken prior to or simultaneously

**Concurrent Enrollment:** course(s) that must be taken simultaneously

**Recommended Preparation**: course work or background that is advisable, not mandatory

**Required Readings and Supplementary Materials**

Required readings and supplementary materials. Where to access/purchase.

**Description and Assessment of Assignments**

What kind of work is to be done and how should it be completed, i.e. how the learning outcome will be assessed. Include any assessment and grading rubrics to be used.

**Grading Breakdown**

Including the above detailed assignments, how will students be graded overall? Participation should be no more than 15%, unless justified for a higher amount. All must total 100%.

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| --- | --- | --- |
| **Assignment** | **Points** | **% of Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

**Grading Scale (Example)**

Course final grades will be determined using the following scale

A 95-100

A- 90-94

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F 59 and below

**Assignment Rubrics**

Include assignment rubrics to be used, if any.

**Assignment Submission Policy**

Describe how, and when, assignments are to be submitted.

**Grading Timeline**

Announce a standard timeline for grading and feedback.

**Additional Policies**

Add any additional policies that students should be aware of: late assignments, missed classes, attendance expectations, use of technology in the classroom, etc.

**Course Schedule/Itinerary: A DAILY BREAKDOWN**

**Provide a detailed course calendar that provides a thorough list of topics covered and daily activities (with student-instructor contact hours noted), deliverables—readings, assignments, examinations, etc., broken down on daily basis.**

**The format may vary, but the content must include:**

* **Subject matter (topic) or activity (with student-instructor contact hours noted)**
* **Required preparatory reading, or other assignments (i.e., viewing videos) for each class session, including page numbers.**
* **Assignments or deliverables.**

IMPORTANT:

In addition to in-class contact hours, all courses must also meet a minimum standard for out-of-class time, which accounts for time students spend on homework, readings, writing, and other academic activities. **For each unit of in-class contact time, the university expects two hours of out of class student work per week over a semester.**

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| --- | --- | --- | --- |
|  | **Topics/Daily Activities (contact hours)** | **Readings and Homework** | **Due Dates for Assignments/Deliverables** |
| DAY 1 |  |  |  |
| DAY 2 |  |  |  |
| DAY 3 |  |  |  |
| DAY 4 |  |  |  |
| DAY 5 |  |  |  |
| DAY 6 |  |  |  |
| DAY 7 |  |  |  |
| DAY 8 |  |  |  |
| DAY 9 |  |  |  |
| DAY 10 |  |  |  |
| DAY 11 |  |  |  |
| DAY 12 |  |  |  |
| DAY 13 |  |  |  |
| DAY 14 |  |  |  |
| DAY 15 |  |  |  |
| Etc. |  |  |  |

**Transportation**

Who arranges transportation?

**Lodging**

Where will students stay: hotel, home stay, dormitory, camping? Does the department, a partner organization, etc. arrange accommodations? Or are the students expected to arrange their own accommodations?

**Cost**

What is the estimated total cost of the trip, with units included?

**Health and Safety Issues**

**Include information on how health and safety issues are being addressed with the students. For example, the Travel Release Form, Medical Treatment Authorization Form, information regarding inoculations, safety precautions, etc.**

**REMINDER: USC LEGAL REQUIREMENTS**

USC requires certain documents (e.g., Travel Release Form, Medical Treatment Authorization Form) for all students studying overseas, and also requires a roster of students which must be provided a minimum of 7 days in advance of departure. Further details are available at the website of Student Support and Advocacy, Division of Student Affairs [studentaffairs.usc.edu/ssa/ssa-overseas](https://studentaffairs.usc.edu/ssa/ssa-overseas/) or call (213) 821-4710.

**Statement on Academic Conduct and Support Systems**

[Paste most recent version of the statement here; see the [CCO Resources](https://arr.usc.edu/services/curriculum/resources.html) page.]