

## Office of Global Programs

### Study Abroad Syllabus Guideline

Generally the courses taught abroad by ASU faculty members are those already approved and acceptable at ASU. Any new course must be approved, maybe as “Special Topics” by the department or wait for ASU curriculum committee approval before submission of proposal.

The following are suggestions for selection and modifying existing courses for study abroad purposes.

1. It is advisable to select courses that are required for graduation
2. Consider internships or service learning components to justify implementation abroad
3. Modify the course objectives( have one or two objectives focus on related course aspects of the study abroad country and content)
4. Modify the course outcomes to reflect study abroad activities and global learning
5. Modify course content to accommodate country tours, trips and activities
6. Plan for compressed course content
7. Plan for students to buy any required textbook, or access needed library articles before travel, and to engage in reading and completing library assignments two-three weeks before departure.
8. Integrate assignments into tours, field trips, and general program.
9. Modify course activities in the syllabus to have minimal library activities, more short reports
10. Plan for two-three day teaching schedule in host country and two-day tours and cultural lectures, visits, with free week-ends of multicultural activities. Do same for internships.
11. Modify course evaluation to align with study abroad program, country, and institutional facilities and resources.
12. Include students’ study abroad report and PowerPoint as a component in your evaluation.
13. Be flexible with syllabus content and ready to revise and modify teaching strategies and methods as need be. Be ready to proceed and conduct instruction with little or no IT facility.

It is good to remember that the field trips are instructional days and should be planned as teaching experiences. Justify credit hours with commensurate time input.

Integrate them into your course topics, and prepare students for what they will see, and de-brief them afterwards. Professors should work with the study abroad coordinators ahead of time to know the field trips and integrate them into course activities

In all, the study abroad syllabus should have components that justify teaching a course abroad as opposed to the regular home campus instructional syllabus and activities.

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