



COURSE OUTLINE

COURSE NO.: GS 200 506

COURSE NAME: Introduction to Study Abroad Part A

CREDIT HOURS: .25

LECTURE HOURS: .25 LAB HOURS: 0

DATE: June 2007

PREPARED BY: Karen Wright

TO BE UPDATED: September 2007

APPROVED BY: _____

PREREQUISITES: None

COURSE DESCRIPTION: Introduction to Study Abroad Part A is a general orientation course requiring each participant in a Hocking College study abroad program to review, demonstrate knowledge of, complete and submit all required legal release forms within one week (7 days) of registration for this course to the Study Abroad Coordinator, Cathy Roszell JL 107A. In addition, learners are required to log onto Web-CT and complete an online course agreement, take an examination regarding legal release forms, rules of conduct, health and safety risks, and insurance requirements as well as complete two homework assignments about behaviors of Americans and compare them to behaviors common among individuals regarding the study abroad student's destination country/cultural.

COURSE OUTCOMES:

By the seventh day after registration for the course the learner has:

- Completed all necessary Hocking College legal release forms (background check, release waiver and health history) and returned them to Cathy Roszell JL170A Fax 740-753-7097
- Log on and use information acquired through the online course links located on the WebCT homepage to assess health and safety risks and appropriate responses
- Reviewed the Hocking College Student Conduct regulations and expectations as well as the consequences for not adhering to such
- Pass an examination demonstrating knowledge of legal issues, rules of conduct, health and safety risks and insurance requirements

By the fourteenth day after registration the learner has:

- Via a homework assignment, Number One, examine and document behavioral/cultural norms of the US and how those behaviors might be viewed by individuals in the student's destination country
- Via a homework assignment, Number Two, explore and document the cultural norms of your destination country

COURSE MATERIALS: Available from the Faculty Coordinator of your study abroad program, Cathy Roszell, Study Abroad Coordinator, and online course materials necessary for this course are available as links on your Introduction to Study Abroad Part A WebCT homepage.

SAFETY PRACTICES: Observe common safety practices at all times. When in doubt about safety ask your instructor. Consult the college safety office if you need assistance.

TOPICAL OUTLINE

Week 1 – Submit the online course agreement via an exam, complete examination on the content of the legal release forms, the rules of conduct, health and safety risks as well as the insurance requirements for study abroad participants. By the seventh day after registration **submit the completed legal release forms either originals or fax a copy** to Karen Wright, Davidson 327 or by fax (740-753-6430).

Week 2 - Complete two homework assignments exploring the cultural norms of the US and how those values might be viewed abroad and the cultural norms of your destination country. To submit your homework within WebCT, follow instructions within the homework assignment.

**HOCKING COLLEGE
EVALUATION OF THE STUDENT**

COURSE NO: GS 200 500

COURSE NAME: Introduction to Study Abroad Part A

DATE: June 2007

PREPARED BY: Karen Wright and Sally Lozada

APPROVED BY: _____

It is my goal to help you gain confidence through experience, to help you achieve a professional attitude regarding the role of communication in your future and to help you gain the potential to progress once you achieve professional status..

SPECIFIC FACTORS

1. **EXAMINATIONS:** Successfully complete the online course agreement and the examination worth 100 points that covers the content of the Background Check and other legal release forms, the rules of conduct, health and safety risks as well as the insurance requirements for study abroad participants and receive a score of 75% or higher.
2. **HOMEWORK:** Complete and submit appropriately into WebCT two homework assignments regarding common behaviors among Americans and then those in the student's destination country.
3. **ATTENDANCE:** There is not an attendance requirement for an online course. However, what is required is attending to the course requirements listed below:

Week 1 – Submit the online course agreement via an exam, complete the examination within WebCT (see exam link on the WebCT homepage for this course) on the content of the legal release forms, the rules of conduct, health and safety risks as well as the insurance requirements for study abroad participants. By the seventh day after registration either submit the original completed Background Check and other legal release forms to Cathy Roszell JL 170A or fax them to Cathy Roszell at 740-753-7097.

Week 2 - Complete two homework assignments exploring behaviors of Americans and how those behaviors might be viewed abroad. The second homework assignment requires that the learner document the common behaviors of individuals in the country to which the learner is traveling. To submit your homework follow the instructions within the homework assignment itself regarding the use of either Microsoft Word, using rich text and how to upload your documents into WebCT.

4. **CLASS PARTICIPATION:** Attending to the following: Learner receives a satisfactory score on the online course agreement and exam on the content of the legal release forms, the rules of conduct, health and safety risks as well as the insurance requirements for study abroad participants, the faculty coordinator is in receipt of the required completed legal release forms and two homework assignments are submitted online within WebCT that meet all the requirements of the online course instructor Karen Wright.
5. **EXTRA PROJECTS:** None

6. **GRADING SCALE:** Learner receives a (S) satisfactory for the course upon satisfactory completion of the following: submitting appropriate release and legal forms to Cathy Roszell, completion of the online course agreement, an online exam on the content of the legal release forms, the rules of conduct, health and safety risks as well as the insurance requirements for study abroad participants and complete two homework assignments.. Failure to complete any of the above requirements before the Friday two weeks before the end of the quarter will result in an (U) unsatisfactory for this course and the participant may not go abroad.

7. **POLICY REGARDING HONESTY:** Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the **Success Skill** "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses whether in the U.S. or overseas. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive a zero for that test/assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judicaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judicaries Office, and if the incident is in the same course the student will be given a failing grade for the course. It will be recommended that the student be dismissed from the School of Health and Nursing and not be eligible for readmission for at least one year.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judicaries, Oakley 210, or by referring to the *Student Code of Conduct* found on the Hocking College website (www.hocking.edu).

8. **FINAL GRADE CALCULATION:** Learner receives a (S) satisfactory for the online course upon satisfactory completion of the following: completes and returns all legal release forms to Cathy Roszell

JL 107A; completes Karen Wright's online course agreement, completes an online exam on the content of the legal release forms, the rules of conduct, health and safety risks as well as the insurance requirements for study abroad participants scoring 75% or higher, and completes two online homework assignments that meet all the requirements of the online course instructor Karen Wright. Failure to complete any of the above requirements satisfactorily will result in an (U) unsatisfactory for this course. Learners who receive an (U) unsatisfactory cannot travel abroad.

9. **ACADEMIC GRADE APPEAL PROCESS:** Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate.
10. **STUDENT GRIEVANCE DUE PROCESS PROCEDURES:** Due process procedures for the College are located in the current *Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website
11. **DISABILITIES NOTICE:** If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.
12. **USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES (Not applicable in this course):** The use of cell phones during classes and labs is a disrespectful distraction to your instructor and other classmates. *Please turn your cell phone and other electronic devices off while you are in class/lab.* In emergency situations, please discuss limited use of a cell phone with your instructor prior to the class during which you would like to use your cell phone.
13. **STUDENT INSURANCE/COVERAGE:** Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.