

Tamkang University Academic Year 109, 1st Semester Course Syllabus

Course Title	PROJECT MANAGEMENT OF JUNIOR ABROAD (I)	Instructor	LIN HUI
Course Class	TGVTB2A GLOBAL OUTLOOK ON LANYANG CAMPUS, 2A	Details	◆ General Course ◆ Required ◆ One Semester
D e p a r t m e n t a l A i m o f E d u c a t i o n			
The educational goal of this unit of study is to help all TKU undergraduate students develop a foundational outlook on the world. It aims to help them develop a global perspective, and to equip them with the capacity to constantly strengthen their grasp.			
Subject Schoolwide essential virtues			
1. A global perspective. (ratio:40.00) 2. Information literacy. (ratio:20.00) 5. Independent thinking. (ratio:40.00)			
Course Introduction	本課程旨在協助學生完成大三出國之前置作業，進行學校申請、住宿安排、簽證取得等相關事宜，及其他應注意之事項。 The course aims to help students complete the preparation of junior year aboard study, covering topics from application procedures, accommodation arrangements, visa obtainment, and other related matters which students should be aware of.		
The correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives. Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives. I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc. II.Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc. III.Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.			
No.	Teaching Objectives		objective methods

1	1.學校申請 2.住宿安排 3.簽證取得 4.行前說明 5.出國後聯絡要領 1.Applications 2.Housing 3.Obtaining the visa 4.Briefing session before departure 5.How to stay in contact after departure			Cognitive
The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment				
No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1		125	Discussion, Experience	Discussion(including classroom and online), Activity Participation, Abroad Bulletin通報系統
Course Schedule				
Week	Date	Course Contents		Note
1	109/09/14 ~ 109/09/20	課程介紹 Course introduction 大三出國學分抵免法規介紹 Introduction to Junior Year Abroad Credit Transfer Guidelines		
2	109/09/21 ~ 109/09/27	填寫正式入學申請文件 Filling in official application documents 繳交預選課程清單 (需導師及系主任簽字) Submission of pre-course selection list (signed by year tutor and departmental chair)		3月底之前繳交紙本申請書 Submit paper application forms before end of March
3	109/09/28 ~ 109/10/04	填寫正式入學申請文件 Filling in official application documents 繳交留學學校申請表及各項費用 Submission of official application forms and related fees		
4	109/10/05 ~ 109/10/11	填寫正式入學申請文件 Filling in official application documents 大三出國留學通報系統操作 - 個人資料檢查 Checking personal data on Junior Year Abroad Bulletin		
5	109/10/12 ~ 109/10/18	填寫正式入學申請文件 Filling in official application documents		
6	109/10/19 ~ 109/10/25	參加第2次大四學長姐經驗分享座談會 Attending the second Junior Year Abroad Experience Sharing Workshops 確認大三出國課程預選清單 Confirm course pre-selection list		

7	109/10/26 ~ 109/11/01	參加第2次大四學長姐經驗分享座談會 Attending the second Junior Year Abroad Experience Sharing Workshops 確認大三出國課程預選清單 Confirm course pre-selection list	1. 檢視留學學校申請書是否在期限內繳交 Check if application forms are submitted before deadlines
8	109/11/02 ~ 109/11/08	參加第2次大四學長姐經驗分享座談會 Attending the second Junior Year Abroad Experience Sharing Workshops 確認大三出國課程預選清單 Confirm course pre-selection list	2.交選課清單・導師、系主任簽名確認 Submission of course pre-selection list signed by the tutor and department Chair
9	109/11/09 ~ 109/11/15	參加第2次大四學長姐經驗分享座談會 Attending the second Junior Year Abroad Experience Sharing Workshops	3. 是否參加第2次大四學長姐經驗分享座談會 Check if attending the second Junior Year Abroad Experience Sharing Workshop
10	109/11/16 ~ 109/11/22	Midterm Exam Week	
11	109/11/23 ~ 109/11/29	學生出國行程規劃 (留學學校與當地環境介紹報告) Junior Year Abroad planning (introducing the university and local amenities)	☆確認學生了解留學目的地現況 Ensure students have enough information about the university abroad and its surrounding areas
12	109/11/30 ~ 109/12/06	學生出國行程規劃 (出國時食衣住行育樂等規劃) Junior Year Abroad planning (plans for daily life)	
13	109/12/07 ~ 109/12/13	學生出國行程規劃 (出國時食衣住行育樂等規劃報告) Junior Year Abroad planning (plan for daily life)	
14	109/12/14 ~ 109/12/20	簽證注意事項說明 Visa application	
15	109/12/21 ~ 109/12/27	學生出國行程規劃 (含簽證、機票、住宿、假期、結匯等) Itinerary confirmation and final check (visa, tickets, accommodation, holiday arrangement, currency exchange)	
16	109/12/28 ~ 110/01/03	大三出國通報系統登錄出國日期回報 Record departure date on Junior Year Abroad Bulletin	1. 繳交留學生活/課業計畫及經費預估表 Submission of all the Junior Year Abroad planning documents
17	110/01/04 ~ 110/01/10	大三出國通報系統登錄出國日期回報 Record departure date on Junior Year Abroad Bulletin	2.檢視學生於期考週前是否完成出國日期回報通報 Check if date of departure has been recorded before final exam week
18	110/01/11 ~ 110/01/17	Final Exam Week	

Requirement	(Reflection on data collection of selecting the abroad school) Junior Year Abroad Bulletin通報系統：20 %
Teaching Facility	Computer, Projector
Textbooks and Teaching Materials	1.大三出國行前說明會簡報資料 2.大三出國留學貸款說明資料 3.大三出國留學參考作業流程 4.建議修課參考指標 建
References	1.The PPT of the Junior Year Abroad Study Briefing 2.The information of the studying abroad loan 3.The procedural references on junior abroad study 4.Departmental guidelines on course selection during Junior Year Abroad
Number of Assignment(s)	1 (Filled in by assignment instructor only)
Grading Policy	◆ Attendance： 10.0 % ◆ Mark of Usual：20.0 % ◆ Midterm Exam： 20.0 % ◆ Final Exam： 30.0 % ◆ Other 〈Abroad Bulletin通報系統〉：20.0 %
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at http://info.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php . ※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.