

Tamkang University Academic Year 109, 2nd Semester Course Syllabus

Course Title	PROJECT MANAGEMENT OF JUNIOR ABROAD (II)	Instructor	KAR YEN LEONG
Course Class	TGVTB2F GLOBAL OUTLOOK ON LANYANG CAMPUS, 2F	Details	<ul style="list-style-type: none"> ◆ General Course ◆ Required ◆ One Semester
Relevance to SDGs	SDG17 Partnerships for the goals		
Departmental Aim of Education			
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			
<ol style="list-style-type: none"> 1. A global perspective. (ratio:40.00) 2. Information literacy. (ratio:20.00) 5. Independent thinking. (ratio:40.00) 			
Course Introduction	<p>The course aims to help students complete the preparation of junior year abroad study, covering topics from application procedures, accommodation arrangements, visa obtainment, and other related matters which students should be aware of.</p> <p>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。</p>		

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. School Applications 2. Housing 3. Obtaining the visa 4. Explanation session before departure 5. The contact essentials 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	Lecture	Report(including oral and written)

Course Schedule

Week	Date	Course Contents	Note
1	110/02/22 ~ 110/02/28	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	110/03/01 ~ 110/03/07	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	110/03/08 ~ 110/03/14	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	110/03/15 ~ 110/03/21	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	110/03/22 ~ 110/03/28	填寫正式入學申請文件 Filling in official application documents	3月底之前繳交紙本申請書 Submit paper application forms before end of March

6	110/03/29~ 110/04/04	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	110/04/05~ 110/04/11	Spring Break	Spring Break
8	110/04/12~ 110/04/18	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	
9	110/04/19~ 110/04/25	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 2. 繳交選課清單，需經導師、系主任簽名確認 Submission of course pre-selection list and ensure the list was signed by the tutor and department Chair 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	110/04/26~ 110/05/02	Midterm Exam Week	
11	110/05/03~ 110/05/09	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	110/05/10~ 110/05/16	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	110/05/17~ 110/05/23	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	110/05/24~ 110/05/30	簽證注意事項說明 Visa application	
15	110/05/31~ 110/06/06	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	110/06/07~ 110/06/13	大三出國通報系統登錄出國日期回報 Record departure date on Junior Year Abroad Bulletin	
17	110/06/14~ 110/06/20	1. 大三出國通報系統登錄出國日期回報 Record departure date on Junior Year Abroad Bulletin	
18	110/06/21~ 110/06/27	Final Exam Week	
Requirement		Midterm report:1. Check if application forms are submitted before deadlines; 2. Submission of course pre-selection list and ensure the list was signed by the tutor and department Chair; 3. Check if attending the second Junior Year Abroad Experience Sharing Workshop; 4.Final report: Submission of all the Junior Year Abroad planning documents.	

Teaching Facility	Computer, Projector
Textbooks and Teaching Materials	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
References	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 .
Number of Assignment(s)	(Filled in by assignment instructor only)
Grading Policy	<p>◆ Attendance : 10.0 % ◆ Mark of Usual : % ◆ Midterm Exam : 40.0 %</p> <p>◆ Final Exam : 30.0 %</p> <p>◆ Other 〈Abroad Bulletin〉 : 20.0 %</p>
Note	<p>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.</p> <p>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</p>