



THE UNIVERSITY of NEW ORLEANS

INNSBRUCK INTERNATIONAL SUMMER SCHOOL

Guidelines for preparing courses and syllabi

(revised November 2018)

FACULTY RESPONSIBILITIES

The program and class schedule for The Innsbruck International Summer School has been very carefully prepared, adhering to the required contact hours for 3-credit courses as well as the specific needs of a study abroad program. **NO CHANGES** can be made to this schedule. Classes, midterms and finals cannot be cancelled. Dates and times for midterms and finals cannot be changed. If an instructor prefers to change the type of the final from a written test to another form of assessment such as class presentations or papers, he or she must inform the Academic Director in advance and plan to hold these final assessments in the time slot set for his or her final exam.

Not only can classes not be cancelled or shortened, but there are 60 minutes of contact time that need to be made up outside of the regular morning class periods in order to meet the required contact hours for a 3-credit class. Therefore, each class must meet for a minimum of 60 minutes outside of class. This can be done through an afternoon field trip or required participation in one of our afternoon lectures. Our staff can assist in arranging field trips and lectures.

If a faculty member needs to miss class for any emergency reason, it is his or her responsibility to inform the program administration immediately. The program schedule is so tight that we cannot deviate from it except in the case of a true emergency.

All faculty members are asked to participate in four scheduled faculty meetings. We further request that instructors keep up with important program updates, which will be disseminated via email and individual mailboxes in the Faculty Resource Room in Innsbruck. We will occasionally ask instructors to make program announcements in class or to allow a staff member a few minutes to make an announcement. We know it is important to have uninterrupted class time with your students and will try to keep such interruptions to a minimum.

For any questions or concerns regarding these faculty obligations or any other points below, please email the Academic Director Dr. Robert Dupont rldupont@uno.edu or the Program Director Dr. Irene Ziegler at iziegler@uno.edu

COURSE SYLLABI

Please submit a draft of your syllabus for each of your courses as soon as possible, but no later than December 15, 2018. Many non-UNO students need this to receive pre-approval from their home institutions to participate in our program and transfer their credits. The draft syllabus does not yet need to include the day-by-day schedule, which can be added later when you submit your final syllabus, which is due on May 15. However, the suggested heading and attendance policy (see below) should be consistent.

Your final syllabus must be distributed to students on the first day of class. You will receive a list of students enrolled in your courses after May 1 (last day for students to change classes until we get to Innsbruck) and can also email them a syllabus at that time.

The heading of your syllabus should reflect that the course is taught as part of the UNO International Summer School 2019. We don't require faculty to hold office hours in Innsbruck, but ask that faculty members are available for students before and/or after class and by appointment upon request.

Please see below for required and recommended parts of your syllabus. For your final syllabus, we also require a day-by-day, or at least a weekly schedule. The syllabus should be consistent with your course descriptions already published online. We will copy your final syllabus for distribution in Innsbruck so you do not have to bring the copies with you.

Requirements
Course title and number
Time of class meetings (time period); Place of class meetings TBA
Instructor name and email address
Student learning outcomes: http://www.uno.edu/academicaffairs/ie/outcomes.aspx Please include a minimum of three student learning outcomes—identifying the specific forms of knowledge or skill acquired by students who successfully complete the course.
Attendance policy (see below)
Required/recommended textbooks/learning resources, including ISBN #
Required field trips and local excursions (if known)
Course prerequisites (if applicable) – see course descriptions on Innsbruck website
Date and time of midterms and finals, as well as due dates for assignments, projects, etc.
Criteria for grading and grading standards
Statement on student conduct
Standard statement on academic integrity (see below)
Standard statement on accommodations for students with disabilities (see below)
Recommendations
Description of what the class will be like, including how the class will be taught and why
Description of instructor expectations of students (e.g., reading assignments prior to class, arriving on time, remaining for full class session, participation in discussions, etc.)
Description of special procedures for this class
Advice on how to read/approach materials, how to study for tests/exams
Specific criteria for each graded assignment
Statement on incomplete or late coursework, extra credit, etc.

Academic Integrity

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the Academic Dishonesty Policy for further information:

<http://www.uno.edu/student-affairs/documents/academic-dishonesty-policy-rev2014.pdf>

Accommodations

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities shall provide notice to the UNO-Innsbruck Summer School administration along with a letter from the home institution's office of Disability Services. For more information please go to

<http://www.uno.edu/disability-services/>

ATTENDANCE POLICY

Attendance on The International Summer School is mandatory. **NO unexcused absence is allowed.** A clearly stated attendance policy must be included in each syllabus.

Sample Attendance Policy for The International Summer School in Innsbruck, Austria:

Attendance is mandatory. Due to the very intense and fast-moving nature of this program, **NO unexcused absence is permitted.** For each unexcused absence, your final grade in the course will be reduced one letter grade (e.g., if your final grade in the course is an A, then your adjusted grade in the course will be a B). For each subsequent absence, your final course grade will be reduced an additional letter grade. An excused absence for medical or other legitimate reasons can be obtained from the program nurse or the program administration. To request an excused absence for medical reasons, you have to see the nurse BEFORE your class begins. Timely arrival to class is also required; repeated tardiness will have an effect on your grade. Sleeping is not permitted in class and it will be treated as an absence. Repeated violations of class or university/program policies may result in ejection from class and/or the program.

We feel that this attendance policy is justified for a program of the intensity, brevity, and academic integrity of The International Summer School. We have recognized the attraction of travel opportunities in Europe by scheduling long free weekends. In return, we require that students attend classes. The academic integrity of our program depends upon regular class attendance, and we depend upon your help in maintaining this integrity.

We stand firm on the 'no unexcused absence' policy. However, individual faculty can determine the penalties for violation of this policy, if necessary (f.ex. if you are using a point system). If you feel strongly about proposing a different policy than the one recommended above, please contact the Academic Director for approval.

Only the Director has authority to excuse an absence (usually based on a medical report or in the event of an officially sanctioned field trip that can only be conducted during regularly scheduled class hours or another legitimate reason). An officially excused absence should not affect the student's grade as long as the required work is completed. The Academic Director will notify faculty in writing of any excused absences. All other absences are to be considered unexcused.

Heavy penalties should be imposed if students miss required field trips without an official excuse.

NOTE: In general, please let the Director know immediately if any student misses two consecutive classes without an excuse. Something might be wrong with the student, and we will need to check on this in case he/she needs help.

COURSE CONTENT

Please be realistic with respect to textbooks, assignments and additional readings. A rule of thumb has been to plan to cover about 2/3 to 3/4 of what you get done in a regular semester (15 weeks) at your home university. Please also remember that except for weekends, classes meet daily and that all students are taking at least two courses. However, it is essential to augment regular classroom work with local field trips and guest lectures. Remember, the advantages of the EUROPEAN EXPERIENCE are, to a large extent, what differentiates your Innsbruck course from the same course taught at your home university. Please consult with us as soon as possible about possibilities for field trips and speakers. Once in Innsbruck, the staff will help pull this together.

TEXTBOOKS

NOTE: Students are responsible for ordering and transporting their own books to Innsbruck and they cannot return books in Innsbruck.

Textbook order forms are due on January 31 and are now [available online](#). As with summer school at home, adjustments should be made in the number of books required. When ordering your required textbooks, please keep in mind the following:

- **IMPORTANT: Order only the books that are necessary and vital to your course offering, and which you intend to use regularly/completely in Innsbruck.**
- Check to make sure that your texts are "In Print" and "In Stock." You can call the University of New Orleans bookstore for this information or perhaps call the publisher directly.
- Please keep in mind the quantity, price, and weight of the books that you are ordering.
Select paperbacks whenever possible and/or consider e-versions of your textbook.
- Be sure that the information on the book order forms you send us is complete and correct: Full titles of books (subtitles if appropriate), exact name of author or editor, what edition (year), and the name of the publisher. Please give 10 digit ISBN numbers whenever possible.
- If a text that you order comes in several volumes, indicate which volume or volumes you want.
- We can also compile course packets of selected readings and articles. There will be a nominal charge to the students for the copies. Please send us your materials by mid-June at the latest so that we can prepare the course packets before students arrive.
- We use the UNO Bookstore online service for student book orders. Students are free to order their books from there or elsewhere, but the UNO Bookstore option will guarantee that they get the right book and the right version of it. They also have Used Books and a Buyback policy, and can provide e-textbooks as well.

The International Summer School office cannot order desk copies for faculty. Please make your own arrangements accordingly. By following the above suggestions, you can help eliminate some of the problems and complaints about books that we experience every year.

COURSE PREPARATION

In planning your courses and syllabi, keep in mind that research papers or assignments which require access to an English language library are not feasible. In addition, regular computer access and printing may be difficult. (If you do require typed papers, you may encourage students to email you the papers rather than printing them out.) To make up for the absence of such support, take advantage of the unique natural and human resources of Innsbruck, Austria, and Central Europe -- be flexible in your approach. Use field assignments whenever possible. Also, try to prepare as much of your course materials, class notes, and exams as possible before leaving the U.S. As a faculty member, you will have access to computers and a printer in the UNO-Innsbruck Faculty Resource Room at the University of Innsbruck. However, these computers must serve all faculty needs, so please do not count on using these on any constant or extended basis. Faculty and students will have access to the University of Innsbruck network and internet via user accounts we are able to establish for the summer.

FIELD TRIPS and GUEST LECTURES

We expect that you will do everything possible to make Austria and Central Europe come alive for your students. After all, our purpose in coming to Europe in the first place is to make this a meaningful learning experience for our students. Naturally, some courses, such as those in Fine Arts and History, can take easier advantage of our situation, but with a little effort and imagination, the content of almost any course can be redirected in such a way as to illustrate some important facts about European life and culture. At the very least, you can look at the roots of American civilization in various parts of European culture, politics, economics, and sociology. All field trips and guest lecturers require advance authorization from the Program Administration and must be carefully planned. The program staff will be glad to help you selecting and planning class field trips, if necessary. These officially authorized field trips will be announced at the faculty meetings.

PLEASE NOTE: There can be no compensation for afternoon /day field trips. It is an expected part of your duties as a teacher on The International Summer School program. However, most field trip expenses can be reimbursed. Alcohol is not permitted on program field trips or program-sponsored events, and cannot be reimbursed.

Each faculty member who teaches a course with a required field trip will meet with the Guest Lecture/Fieldtrip Coordinator in Innsbruck to finalize organization of the field trip. The faculty members and students will go together on the bus. Students are NOT allowed to travel ahead and try to meet the class. Once the planned academic portion of the field trip is complete, students are then free to return on their own if they choose.

Occasionally, extra spaces may be available on some field trips, and students and faculty other than those required to attend may sign up to participate. In other cases, field trips may be restricted to members of the participating class(es) only. Please check with the UNO-IBK Office for further information.

CLASS FIELD TRIPS

Class field trips are to be held outside of the normal class schedule. At no time is a field trip to be held during posted class times. Class field trips are local trips to nearby places that can be arranged after arrival in Innsbruck and can add significantly to course content. All class field trips should be organized through the Guest Lecture/Field Trip Coordinator and must be cleared by the Program Administration. If you need suggestions for class field trips and help planning them, please let us know. It is best to select and plan for these field trips prior to arrival in Innsbruck.

MAJOR DAY AND AFTERNOON FIELD TRIPS

These field trips are tentatively scheduled as follows and are required for all students enrolled in the specified courses. Faculty may participate in these field trips if they notify the program administration ahead of time and if there is room on the buses.

Dachau, Saturday, July 6

Required field trip to former Nazi concentration camp of Dachau for some HIST, SOC, PSYC and other classes
>>> **Please let us know ASAP if you want to require this field trip for your class/es.**

Bolzano, Date TBD

Required afternoon field trip for most ANTH (Archeological Museum with Iceman “Oetzi”) and ITAL classes

Munich, BMW, Date TBD

Required afternoon field trip for MANG 3401 sections (limited)

Salzburg, Date TBD

Required afternoon field trip for all MUSIC classes

CLASS FIELD TRIP EXPENSES AND PROGRAM SUPPORT: Normally, the approved afternoon field trips planned for your course will not entail additional expense for the student: within means, we provide the financing necessary (entrance fees for museums, for example). Thus, for financial as well as academic reasons, all required class field trips must be approved in advance. Faculty expenses are always covered on all approved field trips. Unfortunately, we cannot cover the field trip costs for spouses, children, or significant others. Details will be discussed with you on site. Please remember: we must have receipts for all your approved expenses!

As a general policy, we try to support as many local class field trips as possible. Decisions on which class field trips can be covered will depend on the total cost of the trip, its academic merits, and the overall number of field trips already covered for a particular class. The best way to find out which class trips can be covered is to propose all required class trips in advance and to work out the costs and details with the Program Administration. If necessary, students may be charged a fee to help defray expenses.

GUEST SPEAKERS AND LECTURE FELLOWS

There are many ways to integrate the surrounding culture and environment into your course material in a way that will be pedagogically justifiable and stimulating to your students. You can, for example, arrange special evening seminars or discussion groups in local Cafes or invite guest lecturers to appear in your classes. Guest speakers and lecture fellows must be pre-approved by the Program Administration. We can offer an honorarium which, depending on the merits and qualifications of the guest lecturer, and their intended role in your class, and their home location, may include round trip train fare from within Europe, hotel accommodation and meals for 1-2 days. We hope that there will be some effort to combine classes and develop faculty dialogue between various disciplines. Generally, we pay an honorarium of €150 for a class lecture.

You can do a great deal to assist each other and to generate a real community of ideas during the program. Begin to think about guest lecturers if you have not done so already. We will assist you in securing resources from the University of Innsbruck or experts from the region to speak to your classes, but the initiative should come from you. We can provide you with a list of guest speakers (names, topics, and past assessments) who have lectured to classes in past years. In planning your courses, you should take maximum advantage of our setting in Innsbruck and comparative approaches and cross-cultural references. Imagination and an interdisciplinary approach will go a long way toward making good use of our unique environment. Innsbruck and Tirol are rich with opportunities and possibilities for the creative instructor.

LECTURES

The program administration usually plans a number of lectures and events on topics of current and local interest. These lectures are open to all students and faculty, and, in some cases, even the general public of Innsbruck. If you have suggestions for topics or speakers, please let us know.

CLASS AIDS

All classrooms in classroom building in Innsbruck (GEIWI) are equipped with LCD Projectors and a PC or laptop. The UNO-IBK Office also has CD Players, DVD Players and a VCR (dual capacity) available, upon request. If you have special needs or need a classroom with A/V equipment beyond what is generally available, please let us know as soon as possible. Also, if you plan on using any films in your classes, please consider the difference in systems (PAL/NTSC). If you let us know in advance which films you plan on using, we can try to get these films for you. (The Department of American Studies at the University of Innsbruck has a huge film library of English-language films and has agreed in the past to make these available to us.)

TEACHING MATERIALS

You will want to take copies of lecture notes, texts and other teaching materials with you to Innsbruck. The office staff in Innsbruck can assist you in making photocopies, although we will not be able to type exams or handouts for you. You may want to mail a box of teaching materials to yourself in Innsbruck (to the Rössl in der Au) prior to your arrival. Please note that the UNO-Innsbruck Office cannot do this for you and cannot transport books or other teaching or personal materials to and from Innsbruck for you. The best way to ensure that your teaching materials arrive is to take them along when you travel to Innsbruck. We also suggest that you copy everything onto a USB thumb drive and take a hard copy back-up just in case. Please send us your final syllabus and any other materials you need copied for the first class (e.g. course packages) as far in advance as possible, but no later than mid-June.

EVALUATIONS

Part of the success of this program can be attributed to the constant assessment of what we do. Consequently, students will fill out instructor/course evaluations and program evaluations at the end of the program. These will have to be done in class during the last week of classes. Please reserve about 20-30 minutes of your class time students to complete their evaluations. Equally important, we require that each faculty member evaluates the program in its entirety. Students' instructor/course evaluations will be sent to the faculty member after the program. These evaluations and suggestions have helped to enhance the quality of this program. Please make every effort to help us in these endeavors.

UNIVERSITY OF INNSBRUCK STUDENTS

You may have some University of Innsbruck students in your courses this summer through a special arrangement developed as part of the longstanding partnership between the University of New Orleans and the University of Innsbruck. In general, they receive credit through the University of Innsbruck after prior approval of the courses from their departments. Please expect these students, like your regularly enrolled U.S. students, to participate fully in your courses and to attend class regularly. You should also grade them according to the same standards you use for the American students. Just like with any U.S. student, please do not allow any Austrian students to just “sit in” on your classes (auditing is not possible). They need to be registered through the UNO-Innsbruck Office, even if they just want to audit your course. More details on this program will be given to all faculty once we arrive in Innsbruck.

EXAMS AND GRADES

Only whole letter grades (no pluses or minuses) are given at the University of New Orleans. The University of New Orleans requires all faculty to maintain a class grade book and an attendance roster. All faculty will be asked to turn in their final exams and attendance rosters to The International Summer School office prior to departure from Innsbruck. In the case of a grade appeal, all faculty will be asked to adhere to the existing University of New Orleans grade appeal policy.

All instructors are encouraged to maintain appropriately high academic standards. We anticipate that the grade distribution in your classes will be no different from your usual grade distribution at your home university.