Course Request List
TRU Student Exchange Program

A **Course Request List** (CRL) must be completed for each Host Institution on your application form.

Last Name	[redacted]	First Name	[redacted]	Middle Name	[redacted]

Host Institution	Southern Cross University GC	Student Number	[redacted]

Study Period Beginning Date	Feb/2018 _Month/Year_	Study Period Ending Date	June/2018 _Month/Year_

Use Host university's website to access course information. Be as specific as possible - this information will determine the academic suitability of the host institution requested.

- Flexibility is required. Courses selected may or may not be available upon arrival.
- TRU is not responsible for Host Institution course cancellations or changes.
- List as many courses as possible in order of preference to support this proposal.
- This CRL is an approved inventory of potential courses the student can study.
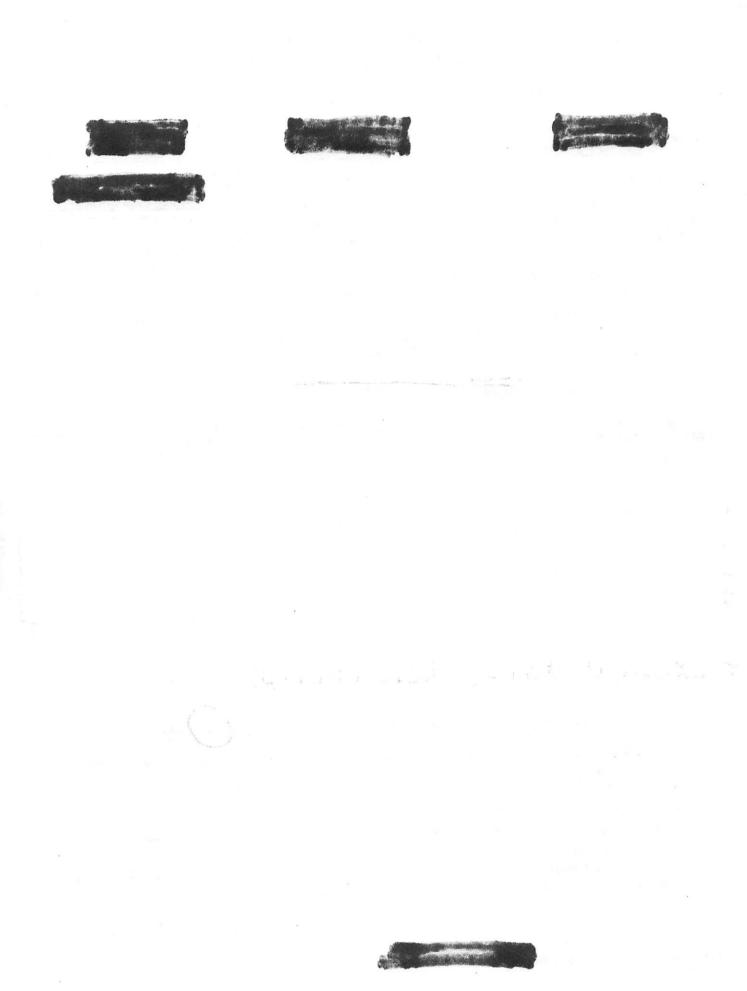- Students are required to complete a CRL for each semester abroad.

The Program Advisor is the only representative at TRU who can approve all courses indicated below.

Host Institution Course Information		TRU Program Requirement Information (suggested course or elective)	
Course Number	**Course Name**	**Course Number**	**Course Name**
1 MNG01222	Facility & Risk Management for Hospitality Operations	HMGT 2xx0	Selected Topics
2 ISY00324	Digital Media 1: Images, Text, & Interface Design	COMP 2xx0	Selected Topics
3 MKT10723	Marketing Communications	MKTG 3xx0	Selected Topics
4 HMS00203	Sports Conditioning & Training Methods	PHED 2xx0	Selected Topics
* Inventory of 4 units (includes 1 backup)			

require outlines to assess further

Study Abroad Office Use Only: Student wants to be recognized and pay for (9) TRU credits.

- I have discussed my proposed courses and program with my TRU Program Advisor, and have approval for the academic program outlined above.
- I understand course prerequisites at the host institution must be met and course registration is based on the availability of offerings and cannot be guaranteed.
- I understand, I have **two weeks** upon arrival to confirm any changes (add/drop) for approval by my Program Advisor.
- I understand, I am required to **supply detailed course outlines** from the host institution to my Program Advisor; grades are recorded as "Pass/Fail" on my TRU Transcript.

Signature of Program Advisor: _[signature]_   Name of Program Advisor: _Jarita Heer_

Signature of Student Applicant: _[redacted]_   Date: _Jarita Heer_

CREDIT ASSESSMENT – What is this?

When applying to study abroad for one or two semesters, a student is required to complete a **Course Request List** form as part of the application. This form is a **proposal of courses** which have been researched, discussed and approved by a Program Advisor and/or Chair.

The Program Advisor is the academic contact to review and approve how many credits the student is hoping to be recognized and pay for while on exchange for one or two semesters.

- Flexibility is required. Courses selected may or may not be available upon arrival.
- TRU is not responsible for Host Institution course cancellations or changes.
- List as many courses as possible in order of preference to support this proposal.
- The Course Request List is an approved inventory of potential courses the student can study.
- Students are required to complete a Course Request List for each semester abroad.
- Discuss proposed courses and program with the TRU Program Advisor, and receive approval for the academic program proposed.
- Course prerequisites at the host institution must be met and course registration is based on the availability of offerings and cannot be guaranteed.
- Students have two weeks upon arrival to confirm any changes (add/drop) for approval from the Program Advisor.
- Students are required to supply detailed course outlines from the host institution to their Program Advisor.
- Grades are recorded as "Pass/Fail" on the TRU Transcript.

Credit Assessment

Approximate Credit Equivalency

[handwritten note: "May need to bundle courses to be" "equal or equivalent to TRU course credits."]

[handwritten note left margin: must start thinking in credits not courses]

# of Courses TRU*	3 Credit TRU	5, 6 ECTS EUROPE: Germany, Austria, France, Switzerland, Italy, Spain etc	10, 15, 20 CATS United Kingdom, Wales, Scotland	2, 3, 4 Credit Japan, Korea, Belize, United States	4, 12, 25 units Australia
1	3	5, 6	*10, *15, 20	2, 3, 4	4, 12, 25
2	6	10, 12		4, 6, 8	8, 24, 50
3	Min. of 9 credits to study abroad and to be recognized as a full time student	15, 18	*20, *30, 40	8, 9, 12	12, 38, 75
4	12	20, 24	*30, *45, 60 *additional modules must be taken	10, 12, 16	16, 40, 100
5	15	25, 30		12, 15, 20	No 5th course
Maximum Total	**15 Credits**	**30 ECTS**	**60 CATS**	**15, 20 Credits**	**40 Units**

Often courses will need to be bundled to total 3 TRU credits. Many institutions do not offer course selection as they have a set curriculum.

*Note: The meaning of "Courses" in this graph applies to TRU courses, as opposed to other countries where a course is called a Unit (Australia) or Module (United Kingdom) or ECTS (European Credit Transfer System - European Union countries).

COURSE EQUIVALENCY PROPOSAL

Required Information – TRU Course

COURSE CODE: _____

COURSE NAME: _____

CREDIT VALUE: _____ CONTACT HOURS: _____

SEMESTER OFFERED: _____

COURSE INFO LINK: _____

COURSE DESCRIPTION: _____

_____

_____

_____

Required Information – Proposed Equivalency Course

NAME OF HOST UNIVERSITY: _____

LINK TO INSTITUTION: _____

COURSE CODE: _____

COURSE NAME: _____

CREDIT VALUE & CONVERSION: _____ CONTACT HOURS: _____

SEMESTER OFFERED: _____ COURSE INFO LINK: _____

COURSE DESCRIPTION: _____

_____

_____

How I plan to use this course in my program:

1+2 ☐ Lower level required course
☐ Lower level elective
☐ Upper level required course (core, major or minor)
3+4 ☐ Upper level elective

Rationale for Equivalency:

① do you know where you are in your program of study — completed and not completed

② SAVE electives and use while on exchange.

Important Notes:

- 3 credit course at TRU (39-45 hours). Formula: # of weeks per semester (13) x class hours per week (3 + lab hours)
- Course titles, key words and concepts are a good starting point to support your proposal. Note: upper level courses typically use words such as 'analyze', 'advanced', and 'strategic' in their description as opposed to 'introductory', 'review', 'foundation', etc.
- Not all institutions use course numbers or course placement in a program as an indication of upper or lower level course material.
- ECTS credits are halved to equal TRU credits (ie. 6 ECTS = 3 TRU credits). Often courses will need to be bundled to total 3 TRU credits.
- Many study abroad institutions do not offer course selection as they have a set curriculum.
- You will need flexiblilty to change your course selection upon arrival at another institution. Be prepared by familiarizing yourself with your program requirements and prerequisites.

COURSE ASSESSMENT OUTCOMES:

DIRECT EQUIVALENCIES   *rarely*
80% content match
Most difficult to assess (time consuming, requires lots of information)
Helps meet program requirements

EXAMPLE: MKTG 2430

UNSPECIFIED CREDITS   ✓ most common!
No content match, Easy to assess
Great for electives or breadth requirements
Takes advantage of unique courses abroad that TRU does not offer ie: Wine Marketing, Dark Tourism

EXAMPLE: MKTG 2xx0 Unspecified

EXEMPTIONS   50/50.
Right in the middle!
Not a match, but too similar to a TRU course credit for both courses (50%-79%)
Get an exemption and fill in with accepted substitute

EXAMPLE: MKTG 2xx0 (use in place of 2430)

SCU

TRU

_ _ XXO selected topics

- Course code
- course name
- credits
- description
- link ——

SCU	TRU	
MNG01222 Facility & Risk Management For Hospitality Operations (12units) Examines organisations' procedures to manage facilities and risks in hospitality industries. This knowledge is needed to protect guests from safety hazards and organisations from loss of profits. The unit evaluates how tangible aspects of hospitality products are determined to be feasible in different contexts. It estimates the need to introduce strategic facility management measures for the benefit of operational efficiency. Examines risk management processes and their potential to protect physical, non-physical, financial and human assets. http://courses.scu.edu.au/units/mng01222-facility-and-risk-management-for-hospitality-operations/2017	**HMGT 3000 Resort Hospitality Operations and Performance (3credits)** This course provides students with professional and technical knowledge about the management of hospitality facilities, especially in the context of resorts. Emphasis is on the exploration of the complex factors that can influence the survival and development of hospitality enterprises. Students will evaluate issues of efficiency and effectiveness of diverse operating procedures in the delivery of the hospitality product to the consumer within the context of resorts. Topics covered include the need, and the resources required, for staging events such as banquets and conferences and the impact of the events sector on the hospitality field and on resort communities in particular.	HMGT 2XXO (with more info 3XXO) #1
ISY00324 Digital Media I: Images, Text, and Interface Design (12units) The design and integration of graphics, text and interface elements are fundamental to multimedia applications. Screen design, interface design, intelligibility and usability are core features which impact upon both the rationale for developing digital media resources and the matching of those resources to end users. This unit introduces students to the essential elements of digital graphics, text and interface design in a practical, problem-based format. http://courses.scu.edu.au/units/isy00324-digital-media-i-images,-text-and-interface-design/2017	**COMP 1070 Introduction to Digital Media (3credits)** Students are introduced to digital media. The goal is to use freely available shareware to edit photo, music and video files in a series of practical assignments. Students also learn the basic vocabulary and theory behind digital forms of media.	COMP 2XXO (reasses 3XXO) #2
MNG 10696 International Tourism Destinations (12units) Develops students' understanding of the planning, development and management of tourism destinations.	**EVNT 2190 Destination Marketing Organizations (3credits)** Using a convention and visitor's bureau as a model, students learn the role that destination marketing organizations play	duplicate content from what you've already studied Do not take

* this example can be "recreated" to support any program course equivalency!

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Examines the core theoretical models related to destination development and tourist typologies, as well as managerial issues related to destination management organizations (DMOs), including destination competitiveness and crisis preparation and recovery. This is supported by the use of case studies applied in different contexts (urban, rural, mountain, island and coastal destinations) and scales (national, regional and local). **http://courses.scu.edu.au/units/mng10696-international-tourism-destinations/2017**	in attracting all types of tourists to a city, region or country. In addition to learning about key market segments and how to attract them, students consider how destination marketing organizations are structured and funded.
MKT10723 Marketing Communications (12units) Explores strategies used in marketing communications with an emphasis on branding. Topics cover the nature of today's modern marketing communication tools, including social media and examine their practical implementation for communication strategy decisions. Legal and ethical implications of communication strategies are considered and practical application of the principles form an essential part of assessment and learning activities. **http://courses.scu.edu.au/units/mkt10723-marketing-communications/2017**	**MKTG 2430 Introduction to Marketing (3credits)** Students receive an overall view of the marketing function, the role of marketing in society and its application within organizations. Topics include an overview of marketing; developing a marketing plan and strategies; analyzing the marketing environment; consumer behaviour; segmentation, targeting, and positioning; developing new products; product, branding, and packaging decisions; pricing concepts and strategies; distribution strategies; and integrated marketing communications.
MNG73005 Internship A (24units) Provides practical workplace experience within a student's chosen field. Students can undertake a placement in any appropriate industry sector relevant to their degree (ie. tourism, hospitality, events, clubs, human resource management, finance, marketing, accounting and information technology) in Australia or overseas. These units provide an opportunity for students to apply concepts and principles of business management to a relevant workplace setting and better appreciate the nature of	**TMGT 4800 Tourism Enterprise Consulting Project (3credits)** Students build upon and apply the knowledge and skills, acquired in previous work experience and courses in the Bachelor of Tourism Management program, in a consulting assignment for a small- to medium-sized tourism enterprise. Students secure a consulting assignment with a business organization, and work closely with the owner and/ or managers to identify a specific problem or challenge facing the firm. Students are then expected to set objectives,

[Handwritten annotations:] you have the equivalent of this course already — MKTG 3XXO — might be 4480 — #3. — not the same/ not possible

[Handwritten:] Page2.

HMS00203 - Sports Conditioning and Training Methods Integrates the basic principles of exercise physiology and training methodology to develop a sound understanding of the complexities of designing training programmes for sport and exercise. As a result, this unit will provide students with the necessary knowledge to develop training programmes designed to improve the general physiological capabilities of the those involved in a wide range of recreational and sporting activities. http://courses.scu.edu.au/units/hms00203-sports-conditioning-and-training-methods/2017		

PHED 1230 - Conditioning

PHED2xx

#4

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