

## **SCO-299 vILT Syllabus**

***(suggested self-paced lesson schedule for the 20 day vILT course)***

### **Week 1: SCO 101 (Day 1 – Day 5)**

#### **Day 1 Lesson 1 - Course Overview & Introductions (Virtual Live Instructor)**

This lesson addresses course requirements, review of student materials, and initial course questions. Course participants introduce themselves and identify potential concerns and benefits of their upcoming SCO assignments along with their ultimate goals for attending the course. **1 Hour and 30 minutes**

#### **Day 2 Lesson 2 - U.S. Embassy Country Team (Self-paced online learning)**

This lesson summarizes the roles and responsibilities of the U.S. ambassador and the U.S. embassy "country team" that the SCO family will be supporting. **1 Hour and 15 Minutes**

#### **Day 3 Lesson 3 - So You're an American? (Self-paced online learning)**

This interactive online resource developed by the Department of State's Foreign Service Institute is designed to build skills and confidence in responding to difficult questions about culture and nationality. **1 Hour and 30 Minutes**

#### **Day 3 Lesson 4 – Training Your Mind to Thrive in the Cultural Adaptation Process (Self-paced online learning)**

This lesson is part of the Ask the Expert series provided by the Foreign Service Institute (FSI). The lesson will cover the overseas transition curve and ways to proactively approach the cultural adaptation process abroad. **1 Hour**

#### **Day 4 Lesson 5 - SCO Entitlements (Self-paced online learning)**

This online lesson outlines entitlements and requirements related to a SCO position. **1 Hour**

#### **Day 5 Lesson 6 – Diplomatic Privileges and Immunities (P&I) (Virtual Live Instructor)**

This lesson features a guest speaker from the U.S. Department of State and covers the administrative and technical staff diplomatic privileges and immunities.

**1 Hour**

#### **Day 5 Lesson 7 – SCO Perspective & Week 1 Questions (Virtual Live Instructor)**

This lesson features an active duty guest speaker and spouse who discuss the complexities of SCO position on a family, and ways to maintain a SCO work-life balance.

**1 Hour**

## **Week 2: Living Overseas (Day 6 – Day 10)**

### **Day 6 Lesson 8 - Living Overseas, Part III (Virtual Live Instructor)**

This lesson features a guest speaker from the Family Liaison Office (FLO) and provides specific employment guidelines to follow when seeking employment opportunities inside and outside the U.S. mission. **1 hour and 30 minutes**

### **Day 6 Lesson 9 – Living Overseas, Part II (Virtual Live Instructor)**

This lesson features a guest speaker from the Non DoD Schools Program (NDSP) who outlines necessary information for enrolling in NDSP and overseas schooling options and resources for SCO families. **1 Hour**

### **Day 7 Lesson 10 – CLO/FSI/Post Info to Go (Self-paced online learning)**

This lesson provides an overview of ways to access post specific information for SCO assignments. Students will create an account with FSI to access Post Info to Go information. **20 Minutes**

### **Day 7 Lesson 11 - Living Overseas, Part I (Self-paced online learning)**

This lesson is designed to educate new SCO spouses about the logistics and safety aspects involved in an overseas move and move entitlements (household effects, vehicles, pets). The lesson also provides an overview of overseas housing options and considerations. **35 Minutes**

### **Day 8 Lesson 12 - Living Overseas, Part II (Self-paced online learning)**

This lesson introduces students to overseas healthcare information and resources to empower SCO spouses to understand their options for their families when posted at a U.S. Embassy or U.S. Consulate overseas assignment. **35 Minutes**

### **Day 9 Lesson 13 - Family Preparation/Third Culture Kids (Self-paced online learning)**

This lesson presents strategies to prepare families to successfully transition overseas and ways to maintain a strong family unit. **35 Minutes**

### **Day 10 Lesson 14– Week 2 Discussion (Virtual Live Instructor)**

Students will submit questions to be discussed during this live session and will potentially be joined by subject matter experts to further discuss topics that were highlighted during the course week. **1 Hour and 30 minutes**

## **Week 3: Beware & Behave (Day 11 – Day 15)**

### **Day 11 Lesson 15 – Overseas Risk Assessment & Management (Virtual Live Instructor)**

This lesson features a guest speaker. The lesson prepares participants for the unique security challenges encountered while living overseas. Participants are taught about embassy security resources and specific personal safety and security measures to employ throughout the SCO assignment. This lesson also explains counterintelligence and operational security in an overseas environment. This lesson provides online strategies to reduce a family’s social media “footprint” and provides resources for maintaining privacy overseas.

**2 hours and 30 Minutes**

### **Day 12 Lesson 16 – Overseas Crisis Management (Self-paced online learning)**

This online learning guide developed by the U.S. Department of State prepares country team members (including SCO personnel, the SDO/DATT, and their dependents) for potential crises or emergency situations while on station. **1 hour and 30 Minutes**

### **Day 13 Lesson 17 - Ethics & Standards of Conduct (Self-paced online learning)**

This lesson explores several ethics-related topics, including the rules concerning the giving and receiving of gifts in a foreign setting, along with other potential conflicts of interest.

**30 Minutes**

### **Day 14 Lesson 18 – Civilian Diplomatic Attire (Self-paced online learning)**

This interactive lesson will review the appropriate types of civilian dress requirements for different official functions. **1 Hour**

### **Day 14 Lesson 19 – Basic Dining Etiquette (Self-paced online learning)**

These short videos provide students with instruction on basic dining etiquette when attending a formal event. **1 Hour**

### **Day 15 Lesson 20 – Week 3 Discussion (Virtual Live Instructor)**

Students will be joined by a Protocol subject matter expert and discuss new topics and themes that were highlighted during the course week. **3 Hours**

## **Week 4: Empower/Thrive! (Day 16 – Day 20)**

### **Day 16 Lesson 21 – Quality of Life (Virtual Live Instructor)**

This lesson prepares students to make informed decisions with the unique benefits that arise from living overseas. Emphasis on ethical and safety considerations that can impact embassy success in a diplomatic environment. **1 Hour**

### **Day 16 Lesson 22 – Adjustment Strategies/Goal-Setting (Virtual Live Instructor)**

This lesson reviews the stages of adjustment associated with an overseas transition and outlines the importance of goal-setting. **1 Hour**

### **Day 17 Lesson 23 – Finding Your Strengths (Self-paced online learning)**

This lesson outlines ways to identify and harness personal strengths in order to better adjust to and thrive in the overseas assignment. **20 Minutes**

### **Day 20 Lesson 24 – Resilience (Virtual Live Instructor)**

This lesson features a guest speaker from the Center of Excellence in Foreign Affairs Resilience (CEFAR). The lesson highlights why resilience is key to thriving in an international environment and requires students to perform a personal resilience assessment. **1 Hour**

### **Day 20 Lesson 25 – SCO Spouse Panel (Virtual Live Instructor)**

This lesson features recent SCO Spouse panelists who describe common challenges (adjustment, security, resiliency, family preparation, duties, etc.) and opportunities they have faced. Panelists also provide effective solutions and lessons learned from their previous SCO experiences. **1 Hour**

### **Day 20 Lesson 26 – Finale & Graduation (Virtual Live Instructor) 30 Minutes**