OFF-CAMPUS, EXTRA-COST SHORT TERM COURSE

PROPOSAL FORM

Please submit 8 copies of your proposal to the Dean of the Faculty's Office by September 30th.

Faculty interested in proposing an Off-Campus, Extra Cost Short Term course should first consult the guidelines and detailed information provided online. Proposing and Planning an Off-Campus Short Term provides important background, including the criteria used to evaluate proposals. The website also includes a Time Line for Off-Campus Courses, examples of recent off-campus courses, and additional information that is used with the courses after approval.

This form provides a summary of information essential to the Division Chairs, the Dean of the Faculty, and the Financial Office. You may include additional information, if desired. Note that Heather Ward, Assistant Director of Accounting, must review your budget and sign this form prior to submission.

Department/Program: ____________________________; Instructor:________________________

Department/Program: ____________________________; Instructor:________________________
(If a joint proposal)

Course title: ____________________________; Course No.: ______________

Location(s) and dates off-campus: ______________________________________________________

Give a brief description of the course content, intellectual goals, pedagogical format, and evaluation of students. Please include past or proposed syllabi, if available.

__________________________________________________________________________________

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__________________________________________________________________________________

Criteria for selection of students:

__________________________________________________________________________________

Number of Students

Number of faculty

Total cost, incl. group travel
(Excluding faculty costs)

Cost per student
(Total divided by # of students)

Faculty travel costs
(Airfare, housing, food)

Please use exact costs or reasonable estimates when developing these costs and refer to the Budget Planning Details section found on the Proposing and Planning an Off-Campus Short Term web page. Heather Ward is also available to assist you.