

Whittier College
New Study Travel Course Proposal

Course title: _____

Course #: _____ Pair Course # (if applicable): _____

Term/Dates of course (including year): _____

If course is a pair, indicate the desired term pairing: Fall/Jan term Spring/Summer

Course prerequisites (if any): _____

Non-Whittier Students and non-student participants may be permitted to participate in this course. Please consider this when determining course prerequisites.

Program Location: _____

(list all countries & cities)

Number of units: ____ Grade Option: Letter Only CR/NC Only Choice of either CR/NC or Letter

Enrollment: Min # ____ Max # ____ Level (check all that apply): Freshmen Soph Jr Sr

Open to the following majors: _____

Lead faculty member: _____ Dept: _____

Will you teach this course On-Load? Off-Load?

Please note, May Term faculty-led courses may only be taught off-load.

- a. If you are teaching this course on-load during Jan Term, has this course replaced a course you would normally teach on campus? Yes No
- b. If "Yes," how have you determined with your Department Chair to resolve this scheduling matter for the relevant academic year? Please choose one:
 - I will teach the replaced course during __ Fall Term __ Spring Term 20_____
 - Another professor will teach the replaced course. Professor's name: _____
 - Other solution: _____

Department Chairperson's Signature: _____ Date: _____

Co-Leader: _____ Dept: _____

Note: A course must have a minimum enrollment of 20 participants in order to include a second faculty leader.

Will you teach this course On-Load? Off-Load?

Please note, May Term faculty-led courses may only be taught off-load.

- a. If you are teaching this course on-load during Jan Term, has this course replaced a course you would normally teach on campus? Yes No
- b. If "Yes," how have you determined with your Department Chair to resolve this scheduling matter for the relevant academic year? Please choose one:
 - I will teach the replaced course during __ Fall Term __ Spring Term 20_____
 - Another professor will teach the replaced course. Professor's name: _____
 - Other solution: _____

Department Chairperson's Signature: _____ Date: _____

By signing my name below, I agree that, except in the case of an emergency, I am obligated to lead the proposed faculty-led course, if 1) the course is approved by all required parties; 2) the course meets minimum enrollment requirements *or* is deemed financially viable, should the enrollment fall under the stated minimum enrollment number; and 3) the applicants meet eligibility requirements.

Lead Faculty Signature

Date

Co-Leader Signature

Date

For Dean's Office Use (All courses):

- The proposed Faculty-Led Study Abroad course is approved and will be forwarded for EPC approval.
- The proposed Faculty-Led Study Abroad course is not approved at this time. Please contact me to discuss the following:

Dean's Signature _____
CC: Fritz Smith

Date: _____

Please attach the following documents to your proposal

- Course description and/or syllabus, including Student Learning Outcomes
- Desired itinerary – The more detail you can provide, the easier it will be for the OIP to create an accurate budget. The itinerary should include tentative departure and return dates, number of days you plan to spend in each location abroad, and any activities you are certain about including.

Please address the following questions on a separate piece of paper:

1. As the faculty leader for this course, what experience, if any, do you have in leading travel study programs?
2. As the faculty leader for this course, what experience, if any, do you have in the destination country/countries?
3. Are you a tenured faculty member? Yes No
4. Will your course be appropriate for the following participants? Please check all that apply:
 - Incoming First-Year or Transfer Whittier College students not yet matriculated
 - Current Undergraduates
 - Non-Whittier College students, international or domestic, who would be interested in taking this course to fulfill requirements at their home universities/colleges
 - Non-Degree-Seeking Participants, such as alumni, other faculty and staff, friends of the College, professionals, etc.
 - High school students wishing to earn college credit
 - Other Individuals – Please describe _____
5. Does this course fit in one of the following disciplines or course categories:
 - Lib Ed Requirement CON1 Lib Ed Requirement CON2
 - Lib Ed Cultures Requirements: CUL1, CUL2, CUL3, CUL4, CUL5, or CUL6If so, which one(s)? _____
 - Arts Humanities Physics Math
 - Environmental Science Other – Please describe _____

Please submit your completed proposal to the Office of International Programs. The latest date to submit a course proposal for January and Summer courses is December 1st, prior to the academic year in which you wish to offer the course.