

Course Proposal Form Cover Sheet

Date: _____

Complete this cover sheet and submit it with your proposal. Completed form(s) should be sent as an e-mail attachment to Jaime Gangelhoff at: jgangelh@gustavus.edu in the Dean of Faculty office. Please save a copy for yourself.

Contact information:

Proposer's name:

Phone:

Department:

E-mail:

Please check all of the following that apply:

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New regular semester course to be added to the college catalog. Complete pages 2-3 of the attached proposal forms.

Note: Special Topics courses [144, 244, 344] and First Term Seminars are *not* added to the catalog. You do not need to fill out this part of the proposal form for those courses.

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First Term Seminar. Complete page 4 of the attached proposal forms.

Note: FTS courses must also be submitted for approval as General Education area courses and WRIT courses.

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January Interim Experience (IE) course. (IE Year _____)

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General Education area course. Complete page 7 of the attached proposal forms.

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WRIT course. Complete page 8 of the attached proposal forms.

Note: If you are submitting a proposal for General Education area or WRIT designation for a course that has previously been approved as a regular semester course, you do not need to complete pages 2-3. Go directly to the sections for General Education or WRIT proposals. If you wish to obtain General Education area or WRIT designation for a Special Topics course, you must complete the appropriate section(s) of the proposal form, even though the course itself does not need approval.

PROPOSAL FOR A JANUARY INTERIM EXPERIENCE TRAVEL COURSE

Note: The **January Interim Experience course Guidelines** may be found in the Faculty Book (white pages).

January Interim Experience Courses with a substantial travel component (taking students off-campus overnight) must have special approval as a Gustavus Travel Course. See the January Term Director for details.

I. Course Information

A. Department: _____ Department Chair Approval (Initials and Date): _____

B. Course #:

C. Name of Instructor(s):

D. Course Title:

E. Transcript Course Title (22 characters maximum, including spaces):

F. Course level: (700/800/900)

What is the rationale for offering the course at this level?

G. Maximum enrollment: _____

Instructor(s) set the maximum enrollment cap.

The minimum enrollment for each course is 5 students (per instructor).

H. Course Value: (1.000, .500, .250, .125)

II. Course Description

A. Catalog Course Description, including statement of expected course work (papers, exams, presentations, etc.) (c.100 words):

B. Course Evaluation

1. Grading Option: _____ ABCDF Pass/Fail _____ Student's Option

2. Required course practices and evaluation

a. explain specific course requirements such as participation, attendance, experiential journal reflections, exams, papers, presentations, field reports, etc.

b. % of grade for each requirement

C. Course Goals and Objectives

Gustavus January Interim Experience courses aim to provide the student with an active learning curriculum that integrates a rigorous academic program with cultural immersion activities. The learning objectives must guide the selection of locations and course activities should strive to expose students to the cultural perspectives of the host country. Please provide a brief statement of how your proposed course will meet these objectives.

D. Experiential/Academic Itinerary: Please demonstrate how the proposed locations and educational/cultural activities enhance the course goals and objectives

1. Proposed locations and length of stay in each locale

2. Integrated educational/experiential activities, including site visits, readings, lectures, discussions, etc. Please indicate how the experiential and educational activities are linked.

3. Cultural activities and link to educational assignments

4. Projected number of formal meeting hours per week: _____

Student workload, including class time, outside reading, and other course-related work must be at least 40 hours per week. Please indicate how your course will include 40 hours of student workload.

5. Daily unstructured time

III. Required and Recommended Readings

IV. Other Information

- A. Are there prerequisites for this course? Yes _____ No _____
If yes, please list prerequisites and briefly provide a rationale.
- B. Has this course been offered in previous January Terms? Yes _____ No _____
If yes, please indicate *when* it was offered and the approximate enrollment.