

**MAY TERM ABROAD PROPOSAL FORM**

This form is to be completed prior to the listing of a May term course abroad. It must be submitted to the College Dean no later than April 1 of the academic year prior to the year in which the May Term course is to be offered, and will be reviewed by the Academic Leadership Council..

**Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_**

**Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course title and number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please attach the following to this form:**

1. **Course Description**

This should include the specific course goals, and the rationale for offering the course in terms of College and/or discipline goals.

1. **General Itinerary**

This should include a tentative listing of destinations, activities and program start and end dates.

1. **Enrollment**

This should include a statement of the maximum number of students who can be accommodated, and also a statement of the minimum number below which the course will be cancelled. The College’s policy is 25 students maximum, while the minimum number depends on the course and discipline.

1. **Impact on the College**

This should include the following:

Your discipline affiliation(s)

Who will be on campus to attend to the pre-graduation business of your discipline in your absence?

What on-campus courses in your discipline will be offered in May Term?

List your May Term courses for the last three years

1. **Program Back-up**

If you are the sole intended faculty leader for this course, please designate an on-campus faculty or staff member who is familiar with the course material, itinerary, and host country; has a valid passport; and is available to lead the course in the primary instructor’s absence, if necessary.

**Signatures:** Department chair(s) of the above named disciplines need to sign below to indicate that the course is in accordance with the plans and needs of the disciplines.

Discipline 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipline 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_