

## **Off Campus May Term Proposals**

### **Submit to IPO for Review by IPO, Academic Dean, Registrar and IEC**

**All faculty who wish to submit a proposal for an Off-Campus May Term should complete Steps I and II. This includes those who have already offered off-campus May Terms.**

#### **By November 30—Step I Preliminary Proposal**

- \*Name of faculty member(s)
- \*Name and course number of course proposed
- \*Is this an overload or part of the regular load?
- \*Program site
- \*Is this a repeat May Term or a first time May Term?
- \*Brief course description (topics, activities, locations)
- \*Have you discussed this May Term with other faculty in related programs and disciplines?

#### **By January 30—Step II Full Proposal**

##### **For May Terms that have been offered previously**

- \*When was this May Term last offered?
- \*How many times has the May Term been offered in the past?
- \*Are there any significant changes to the most recent offering of the May Term? (leadership, staffing, location, housing, academic components?) If so, please explain these changes.
- \* Updated budget

##### **For New May Term Proposals**

- \*Description of the course you will teach. Include course assignments and means of evaluation. Also include any prerequisites. (General education cannot be fulfilled on off-campus May Term courses.)
- \*Explanation of why the May Term site is particularly important for this course
- \*What is the expected enrollment of the course? From what departmental and class year pools is the course expected to draw?
- \*What are the academic, programmatic and support structures on campus that will complement the proposed course?
- \*Description of the how students will be housed and how those arrangements will be made.
- \*Description of the on-site support. Will you work with organizations or agencies? What services will be provided on site?
- \*Preliminary budget of program costs, based on the stated estimate of course enrollment, itemized in the following categories using the current exchange rate.

- transportation and travel on site
- faculty transportation to and from site
- student room and board
- faculty room and board
- honoraria
- on-site organizational fees
- telephone/internet costs
- programmatic costs (room rentals, entrance fees, special trips, etc.)
- copying costs
- on campus costs (printing, postage, student ID cards
- miscellaneous

Based on what our experience tells us in terms of number of students who participate in off-campus May Terms, we will accept no more than ten per year. The IEC will consider well-defined academic objectives, cost effectiveness, feasibility of project, and curricular overlap with other off-campus May Terms during the review. Please make sure to discuss the off-campus May Term with your department and/or division.