

## SHORT-TERM COURSE PROPOSAL FORM

**Deadline for submissions: Friday, November 30, 2018**

**Prior to completing this form, please refer to the guidelines “Developing and Proposing Short-Term Courses” found at [www.westfield.ma.edu/studyabroad](http://www.westfield.ma.edu/studyabroad)**

DATE:

<b>PERSONAL INFORMATION</b>	
Faculty Leader’s Name	
Office Telephone #	
Email Address	
Department	
<b>COURSE INFORMATION</b>	
Proposed location of course	
Course Number/Title <i>(If not in course inventory, submit the <u>Pilot Course Request form</u>, found on Registrar’s website)</i>	
Semester hours	
Eligibility or Pre-requisites	
Proposed Term of Course	Wintersession ____ Spring ____ Summer ____ Fall ____ CGCE Day CGCE Day
Describe how required contact hours will be met (37.5 hrs=3.0 semester hrs)	
Estimated total enrollment/ Maximum cap	
Proposed dates of travel	
Target audience: Major, class level, etc.	
Unique characteristics of proposed program	
Language of instruction	
Language of host country	
Provider of Classroom instruction	

## CERTIFICATION AND APPROVAL

If approved, I agree to **actively market the course to Westfield students and to participate in pre- and post-departure events organized by the International Programs Office, such as Fairs and Information Sessions, and the Welcome Back Reception.**

I agree to attend an orientation/training session covering the “WSU Practices for Faculty-led Study Abroad Programs”.

I agree to host at least one pre-departure Student Orientation session for enrolled students. See *Faculty Leader and Student Life Assistant’s Responsibilities*

I agree to abide by all campus policies and requirements regarding University-organized study abroad programs.

\_\_\_\_\_  
FACULTY LEADER’S NAME (PLEASE PRINT) AND SIGNATURE

\_\_\_\_\_  
DATE

**ATTACH A TENTATIVE  
SYLLABUS, MARKETING  
PLAN, AND BUDGET**

These forms can be found at  
[www.westfield.ma.edu/studyabroad](http://www.westfield.ma.edu/studyabroad) *Faculty Leader  
Resources*

### ENDORSEMENTS

DEPARTMENT CHAIR

\_\_\_\_\_  
SIGNATURE AND DATE

DEAN OF FACULTY  
(REQUIRED IF COURSE IS  
PART OF LOAD)

\_\_\_\_\_  
SIGNATURE AND DATE

AFSCME/APA/NUP  
SUPERVISOR  
ENDORSEMENT

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR AND DATE

Wintersession and summer faculty salaries are paid under the conditions stated in the College of Graduate and Continuing Education Faculty contract. Staff and NUP faculty must take Leave from their regular position for the duration of the course, or have the coursework approved as a work-related endeavor. Note: APA, AFSCME, and Non-Unit Professionals may not act as Faculty Leaders for Day Division classes.