

SHORT-TERM COURSE REPEAT FORM

Deadline for submissions: Friday, January 31, 2020

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

DATE:

PERSONAL INFORMATION	
Faculty Leader's Name	
Office Telephone #	
Email Address	
Department	
COURSE INFORMATION	
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 and year 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.

I agree to meet with Danielle Emerson, Travel Manager, to finalize a budget and set up Vendor contracts. (demerson@westfield.ma.edu; 572-8035)

ATTACH A TENTATIVE SYLLABUS, MARKETING PLAN, AND BUDGET	These forms can be found at www.westfield.ma.edu/studyabroad Faculty Leader Resources. <u>Meet with Danielle Emerson regarding Budget.</u>
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ENDORSEMENTS	
DEPARTMENT CHAIR	
	SIGNATURE AND DATE
DEAN OF COLLEGE	
	SIGNATURE AND DATE
DEAN OF FACULTY	
	SIGNATURE AND DATE
AFSCME/APA/NUP SUPERVISOR	
	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.

Once approved, Faculty Leader(s) must meet with Danielle Emerson, Travel Manager, to finalize a budget and set up Vendor contracts.