

Earlham College
Off-Campus May Term Course
Proposal Guidelines

The Preliminary proposal should include:

- Name of faculty member(s)
- Name of course proposed
- Department course number and number of credits
- Is this an overload or part of regular load?
- Signature of convener of department or program in which course is to be offered.
- Program site
- Start and end dates of May Term

For **May Terms that have been offered previously** no further information is required in the preliminary phase.

For **New May Term Proposals:**

1. Please give a brief description of the course. Include course assignments and means of evaluation. Also include any pre-requisites. (General Education cannot be fulfilled on off-campus May Term course.)
2. Please explain why the program site is particularly important for this course.
3. What is the expected enrollment size of the course? From what departmental and class-year pools is the course expected to draw?
4. What are the academic, programmatic and support structures on campus that will complement the proposed course? Discuss any potential overlap or conflict with other May Term courses or with semester-long off campus programs.
5. Please provide an estimated cost of the program per student.

The Full proposal should include:

In addition to the information supplied in the preliminary proposal, the following items should be submitted for the full proposal:

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

1. When was this May Term last offered?
2. How many times has the program been offered in the past?
3. Are you changing any significant portion of the program (i.e., leadership, staffing, location, housing, academic components)? If so, please explain these changes.
4. If this may term is approved to be offered again, you will be required to submit a budget to IPO prior to advertising the program (see budget guidelines in item 7 below).
5. IEC may request further information as deemed necessary.

For New May Term proposals:

1. Describe how students will be housed and how those arrangements will be made.
2. Describe the nature of the on-site support. Will you work with on-site organizations or agencies? What services will be provided on site?
3. Please provide a preliminary budget of program costs, based on a stated estimate of course enrollment, itemized in the following categories:

Please provide exchange rate you are working with.

- i. transportation/travel
- ii. student room and board
- iii. faculty room and board
- iv. honoraria
- v. on-site organizational fees
- vi. telephone
- vii. rentals
- viii. on-campus costs (printing, postage, student ID cards, etc.)
- ix. miscellaneous