Initial Proposal for a January Term Off-Campus Course

Proposed course title: ___________________________________________________ Year: __________

Proposed location(s): country(ies): __________________________ city(ies): _______________

Maximum number of students you are willing/able to accommodate: _____ [normal limit is 15]

Course offered before? yes / no     Same location: yes / no (if no, which location? ____________)

Course prerequisites (if any): ___________________ LC Designation: __________

Lead Faculty: _______________________________ Department: _______________________________

Accompanying Faculty (if any): _______________________________ Department: _______________________________

If the course has not been taught as a Jan term offering during the last three years, please provide a brief
description (similar to the description found in the Linfield catalogue; use reverse side if you wish):

Note: Courses new to the January term will have to be approved by the Curriculum Committee as well. The appropriate form can be obtained on the Office of Academic Affairs webpage. Faculty members proposing courses that are new to the January term are encouraged to meet with the director of international programs to discuss the proposal.

➢ It is expected that at least one faculty named above will be on campus during the spring term prior to the program being offered to participate in the selection of course participants; and also during the fall term prior to the program to hold orientations and pre-course meetings.

Signature / date: ___________________ Department Chair approval: _______________________________

Lead faculty / date

Signature / date: ___________________ Department Chair approval: _______________________________

Second faculty / date

For the Portland Campus: Approval of Director: _______________________________ date

➢ PLEASE BE SURE that this request coincides with the proposed department’s load sheets for the year involved, even though they are approved by a separate process by the Academic Dean.

➢ Deadline: Please send the completed form to the International Programs Office by mid-May