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**Off-Campus Course Proposal**

**Undergraduate OR Undergraduate and Graduate Combined Programs**

Use this form if your program is exclusively for undergraduates OR if it is intended to serve both undergraduate and graduate students.

**Proposal Materials for Submission:**

1. Off-Campus course proposal form
2. Strengths statement
3. Sample syllabus
4. Sample itinerary
5. Signatures for department chair/divisional head AND the academic dean for area

**Instructions:**

All materials must be completed and/or attached. Incomplete off-campus course request packets will not be reviewed.

**Contact:**

Leah Spinosa de Vega, devega@augsburg.edu

or

globaled@augsburg.edu

**Key Dates:**

Proposal submission deadline: December 1, 2016 - email to globaled@augsburg.edu

The application for off-campus course proposals will remain open and proposals can be submitted at any time. However, no proposals will be received after the deadline. All proposals, even if received early, are reviewed after the proposal deadline. This is to ensure that all proposals can be examines holistically for both academic range, as well as viability across a spectrum of areas (cost, budget, etc.).

Feedback and questions to proposers: December 22, 2016

Responses to feedback and questions: January 4, 2017

Proposal review by AAC (and GAAC if includes graduate) as needed: January, 2017

Decisions delivered: Early February 2017

**1. Off-Campus Course Offering Request Form**

**Proposal for:**

\_\_\_\_\_ 2017 - 2018

\_\_\_\_\_ 2018 -2019

Note: Programs not selected for 2017 - 2018 that meet Augsburg College and AAC/GAAC requirements as well as budget implications the course request will be automatically reviewed for 2018 – 2019. These courses will be given preference for 2018 – 2019. Official selections for 2017 - 2018 will be made in January 2017.

\_\_\_\_\_ US Off-Campus

\_\_\_\_\_ International Off-Campus

\_\_\_\_\_ Undergraduate

\_\_\_\_\_ and Graduate

**Faculty leader name(s):**

Faculty 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Augsburg College contact information:**

Faculty 1. Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty 2. Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate contact information (where can you be best reached during breaks?):**

Faculty 1. Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty 2. Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Undergraduate Course Information**

**Is this proposal for a new course?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Will you be using an existing approved course?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Proposed Course(s) offered (department, number and title):**

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If it is a pre-existing course, please provide the catalog description for this course.**

**Course pre-requisites:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What are the proposed semester credit hours?** \_\_\_\_\_

**What are the proposed faculty load?** \_\_\_\_\_ /6 (where 6/6 is considered a full-time teaching load)

 **Note: Off-campus study courses are not considered part of the**

**annual load unless the course is offered as a face-to-face**

**course during a term and the off-campus study is part of an**

**existing course for that term.**

**Delivery Method**

\_\_\_\_\_ Face-to-face only or primarily face-to-face with some online (i.e., course meets regularly and employs

Moodle to support student learning)

\_\_\_\_\_ Blended or primarily online with some face-to-face (i.e., course has limited in-person meetings and the

majority of course is delivered using Moodle)

\_\_\_\_\_ Hybrid

If blended or hybrid are selected please answer the following questions.

Has the syllabus and course been designed using the Augsburg Online and Hybrid Course Design and

Implementation Checklist and/or the Quality Matters rubric?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Have you or others in your department worked with an LFC in the development of a course in an e-learning format?

\_\_\_\_\_ Yes, have worked with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ No

**Role of the course in Liberal Arts Foundation (LAF) curriculum:**

\_\_\_\_\_ This course is not part of LAF curriculum.

\_\_\_\_\_ This course is being proposed as an LAF course.

\_\_\_\_\_ This course has already been approved as an LAF course.

Please indicate the LAF domain associated with this course:

\_\_\_\_\_ Fine Arts

\_\_\_\_\_ Humanities

\_\_\_\_\_ Natural Sciences and Mathematics

\_\_\_\_\_ Social and Behavioral Sciences

If this course is being proposed as an LAF offering, please explain how the outcomes of this course relate to the learning outcomes of the specific domain you have indicated. The LAF learning outcomes can be found on the General Education Moodle site or in the Academic Affairs Committee folder (ORGS: Academic Affairs).

**Role of the course in the fulfillment of Graduation Skills and the Core Curriculum requirements:**

\_\_\_\_\_ This course does not fulfill Graduation Skills or Core Curriculum requirements.

\_\_\_\_\_ Course with Embedded Graduation Skills

\_\_\_\_\_ Critical Thinking

\_\_\_\_\_ Quantitative Reasoning (select specific embedded skills below)

\_\_\_QF \_\_\_QA \_\_\_QFA

\_\_\_\_\_ Writing

\_\_\_\_\_ Speaking

\_\_\_\_\_ Fulfills Core Requirement (i.e., \_\_\_\_\_ Language, \_\_\_\_\_ Effective Writing, \_\_\_\_\_ Religion, \_\_\_\_\_ Math)

\_\_\_\_\_ Keystone

\_\_\_\_\_ Engaging Minneapolis

\_\_\_\_\_ Augsburg Experience

If you have indicated that this course has embedded graduation skills, please explain how the learning outcomes of the course relate to the embedded graduation skills and how those skills will be assessed. The graduation skills learning outcomes can be found on the Faculty Senate Moodle site in the AAC section.

**Honors**

Is this course an Honors course, or, will be targeted at Honor’s students?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Indicate the major(s) or minor(s) of which this course is part. Major(s) Minor(s)**

What is the role of the course (select all that apply):

\_\_\_\_\_ Required for all majors

\_\_\_\_\_ Required for some majors (i.e., required for a track or emphasis)

Indicate track, emphasis or concentration:

\_\_\_\_\_ An elective for majors

\_\_\_\_\_ Not part of a major.

**Will this proposal impact other departments, programs and offices?**

If so, please list those affected and explain the impacts.

**Proposed Enrollment:**

\_\_\_\_\_ Proposed minimum enrollment for undergraduate students

\_\_\_\_\_ Proposed maximum enrollment for undergraduate students

**Program title for marketing purposes:** Can include or be the course title(s), but need not be.

**Proposed program location(s):**

 Location 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Augsburg College** **requires that off-campus programs are offered at one of our campuses abroad or in conjunction with a partner institution or affiliate/3rd party provider. We can help you select such a partnership in your location OR note here if you have a partner/provider in mind:**

 Augsburg Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Augsburg Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3rd Party Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time frame (check one):**

\_\_\_\_\_ Winter break

\_\_\_\_\_ Spring break (note depending upon location spring break may increase the cost of the program)

\_\_\_\_\_ Summer (prefer May for undergrads)

**Program length not including flight time:**

 \_\_\_\_\_ Days

**Program length including flight time:**

 \_\_\_\_\_ Days

**If there are two course options, will students take one or both?**

Consider contact hours needed in the US before and after travel.

\_\_\_\_\_ Take one

\_\_\_\_\_ Take both

**Have you led this course (or other courses) abroad before?**

The committee may review student evaluations of past programs.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**What requirements does (do)the course(s) fulfill besides the Augsburg Experience?**

The most marketable programs fulfill general education requirements, required courses for a particular major, and electives from another major (or some combination). For example, a social work course abroad might draw education majors, who can use certain social work courses as an elective for their major.

Consider AugCore, HPE, Major/Minor requirements, etc.

**Target audience:**

Please describe the target audience and any information you have about potential enrollment for the program. Which students are likely to have interest?

**Graduate Course Information**

ONLY complete this section if the off-campus course offering includes a graduate class accompanying the undergraduate class.

**Is this proposal for a new course?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Will you be using an existing approved course?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Proposed Course(s) offered (department, number and title):**

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If it is a pre-existing course, please provide the catalog description for this course.**

**Course pre-requisites:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What are the proposed semester credit hours?** \_\_\_\_\_

**What are the proposed faculty load?** \_\_\_\_\_ /6 (where 6/6 is considered a full-time teaching load)

 **Note: Off-campus study courses are not considered part of the**

**annual load unless the course is offered as a face-to-face**

**course during a term and the off-campus study is part of an**

**existing course for that term.**

**Proposed Enrollment:**

\_\_\_\_\_ Proposed minimum enrollment for graduate students

\_\_\_\_\_ Proposed maximum enrollment for graduate students

**Delivery Method**

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Moodle to support student learning)

\_\_\_\_\_ Blended or primarily online with some face-to-face (i.e., course has limited in-person meetings and the

majority of course is delivered using Moodle)

\_\_\_\_\_ Hybrid

If blended or hybrid are selected please answer the following questions.

Has the syllabus and course been designed using the Augsburg Online and Hybrid Course Design and

Implementation Checklist and/or the Quality Matters rubric?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Have you or others in your department worked with an LFC in the development of a course in an e-learning format?

\_\_\_\_\_ Yes, have worked with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ No

**The following documents should be attached to the request form.**

**2. Strengths Statement (3 pages, max.)**

Please attach a description of the strengths of your program and why it belongs on this years’ roster. Please include a list of *essential* experiential learning activities you plan, your case for the connection between your course content and the location, and a description of the ways cost factored into your planning. Address how the course advances the college’s mission, i.e. how does it foster community engagement, intentional diversity, excellence in the liberal arts or professional studies. Also consider including comments in areas such as: niches the program fits into, groups of students it serves, new or not recently included geographic locations and/or academic disciplines, exceptional past student evaluations, etc., and ways in which your program can be made “green” (see information packet on “green” study abroad).

**3. Syllabus**

Please attach a draft course’s syllabus to this proposal. While the course may already be approved for on-campus teaching, it will be important for AAC and/or GAAC to review how it is altered for an off-campus experience, while ensuring academic rigor.

**4. Itinerary**

Please attach a draft itinerary. Note on the itinerary: this does not have to be a day-by-day or exact schedule. Rather, please share those activities that you believe are critical (i.e. certain types of lectures, a specific museum or excursion), along with other potential program elements (i.e. homestays).

**5. Signatures**

This form must have both required signatures before being submitted. Applications without these signatures will be returned to the proposing faculty for the signature to be secured before the application will be considered.

NOTE: A brief email to Leah Spinosa de Vega (devega@augsburg.edu) stating support from the department chair/division head can replace an actual hard-copy signature.

**Department Chair / Division Head Signature**

I have reviewed this off-campus course request. I have noted the ways in which it fits with curriculum sequencing and how it could impact courses taught on-campus in Minneapolis. Further, I have considered this proposal in light of other possible off-campus programs on offer within the Department/Division. Finally, I am aware of the impact of this program on faculty compensation and departmental budget.

I support this off-campus course proposal and am forwarding it to the appropriate Dean for review.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title, Printed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean Signature (Arts and Sciences / Professional Programs)**

I have reviewed this off-campus course request. I have noted the ways in which it fits with curriculum sequencing and how it impacts courses taught on-campus in Minneapolis. Further, I have considered this proposal in light of other possible off-campus programs on offer. Finally, I am aware of the impact of this program on faculty compensation and departmental budget.

I support this off-campus course proposal and am forwarding it for review of viability, marketability, operational risk, and budget/cost. This review will also include the Director of Academic Administration, in particular to examine budget implications for the course.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title, Printed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_