

**Off-Campus Course Proposal Form**

**ACADEMIC APPROVAL EXEMPT**

**Undergraduate OR Undergraduate and Graduate Combined Programs**

Use this form if you meet the requirements for being exempt from academic approval (see below). This form can be used for exclusively undergraduate programs OR programs that allow both undergraduate and graduate.

**Courses exempt from academic approval include:**

* Practicum which are part of an existing approved course
* Approved courses that are repeating in the same location, with the same faculty, for a period of up to three academic years; after three academic years, programs need to be re-reviewed and will be required to submit the non-exempt forms (#1 and #2 below)

**Courses that will be forwarded for academic approval and cannot use this form:**

* A new course that has not been approved
* An approved course that is changing location and/or faculty
* An approved course where the student learning outcomes are altering
* An approved course where the approval process occurred more than three academic years prior.

**Proposal Materials for Submission:**

1. Off-Campus Course Proposal Form - ACADEMIC EXEMPT
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 11, 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**

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

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

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

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

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

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

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

**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.**

**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

**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.

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

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

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

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

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

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

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

**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

**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.

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_