

LINFIELD COLLEGE

Final confirmation of submitted proposals for a January Term Off-Campus Course

Proposed course title: _____ Year: _____

Proposed location(s): country(ies): _____ city(ies): _____

Has this course been offered during Jan term before (within the last three years)? YES/NO

This completed form should accompany the following for review by the International Programs Committee (see deadline below):

- *If your course is new to the January term or is significantly different from your past January term offerings, or has not been offered in this format for the last three years, or is being offered in a new location, please submit:*
 - A detailed course syllabus, with LC designation specified, learning outcomes and assessment tools delineated.
 - A travel itinerary – sites you plan to visit, academic and co-curricular activities planned for each site, objectives to be achieved at each site, schedule of class meetings and associated field trips, and the pedagogical connection between the sites to be visited and the course topic(s) at hand. To the extent possible, please also indicate the type of lodging and the mode of transportation to be used.
 - A delineation of the faculty member's prior physical experience at the site(s) of study.
 - Documentation on safety considerations at your site(s).
- Courses new to the January Term will also have to be approved by the Curriculum Committee - please refer to the Academic Affairs webpage for specific instructions.
- If your course has been offered during the Jan term in a similar format (and location) within the last three years, please submit the following:
 - An updated course syllabus, with LC designation specified, learning outcomes and assessment tools delineated.
 - Your previous travel itinerary and any updates you anticipate

Signature _____ Department Chair approval: _____
Lead faculty

Signature _____ Department Chair approval: _____
Second faculty

For the Portland Campus: Approval of Director _____

- ❖ **Please return this completed form to the International Programs Office by mid-September, along with the other material requested above.**