

Developing a May Term Overseas Course:

What steps do I need to take to develop a May Term course?

Faculty with May Term overseas course ideas, should download an EPC Course Request Form (<http://www.wartburg.edu/academics/forms-faculty.html>; also on my.wartburg group site) to complete and submit to EPC (Educational Policies Committee) for approval. The proposal should address the purpose of the course, intended student outcomes, and give a reasonable sense of the faculty's ability to successfully implement the course overseas. In addition to the EPC form, GMCS (Global and Multicultural Studies) encourages faculty to use the New Site Evaluation Form (see my.wartburg group site) that outlines key planning issues for new May Term courses.

Newly proposed courses designed to take place outside of the U.S. are reviewed by the GMCS committee as part of the EPC approval process. GMCS' review helps to ensure that the course meets the requirements for a cultural immersion for DAC (Diversity Across the Curriculum) and the Intercultural Studies minor, if that designation is being requested. Also, the committee may look at whether the proposed course seems to duplicate existing May Term courses and also considers the rationale and logistics provided for the course. The GMCS committee then votes on whether or not to endorse the course, which is then communicated back to EPC. For courses with Essential Education connections, the General Education Committee will also be asked to review the course proposal.

Once a May Term course has been approved by EPC, the GMCS committee is responsible for reviewing and recommending approval to the Dean of Faculty and FDC (Faculty Development Committee) of any requests for faculty development cultural immersion funds (Fund #6) to help faculty travel to their intended location(s) in preparation for teaching the course. Download the application form under Faculty Development and the guidelines posted below the application. (<http://www.wartburg.edu/academics/forms-faculty.html>; also on the my.wartburg group site) In some instances, funding may be available for travel before EPC approval, especially if the faculty member has had limited experience in the country or culture, but can articulate a well-developed course idea.

The amount of FDC funding available may not meet the ever-increasing costs of travel, so faculty are encouraged to talk with their departments about supplemental funding or to the Dean of Faculty's office if the course will meet an Essential Education requirement.

Once funding has been approved by the GMCS committee, you will receive notification from the GMCS office, followed by an award letter issued by the Dean of Faculty's office with an account number for charging travel expenses. Faculty Development Committee will also be sent notification of your award.

Generally speaking, the college supports the philosophy that the faculty course leader should have adequate exposure to and understanding of the culture and logistics of the location(s) prior to traveling there with students. **Continued....**

What is the next step after EPC approval of my course?

Generally, once the course is approved, faculty are encouraged to use the my.wartburg group site materials, faculty mentors, and the GMCS program as resources for further development and implementation of the course.

Specifically, the Dean of Faculty's office requires that two forms be completed and returned – the May Term Budget form and the May Term Travel Course Schedule – both are due in the fall preceding the offering of the May Term course. See details below and in Rich Seggerman's memo found in the Budget and Course Finances section.

Required Planning Forms – Both can be downloaded from the my.wartburg group site or from the Wartburg website at (<http://www.wartburg.edu/academics/forms-faculty.html>). Submit together in the Fall Term of the academic year before the course to the office of the Dean of the Faculty

-May Term Travel Course Schedule Form

-May Term Budget Form