

May Term Course Information Sheet

Name _____ Department _____

Campus phone _____ email address _____

Course Number _____ Course Title _____

Preferred Time M-F/9-12 am
 M-F/1-4 pm
 Other: _____

Course Description: (Please provide a description of your May Term course, limited to 150 words, to be included in the May Term catalog. You are encouraged to send the description via email to rfehr@iwu.edu and also to attach a hard copy.)

Use course information from University catalog.

List any prerequisites: _____

What is the *enrollment cap* for your course? _____ (Remember that the Provost has indicated that team-taught courses must have enrollment caps of between 25 and 35 students for both instructors to receive teaching credit.)

What is the *minimum* number of students needed for your course to be viable? _____

Check all that apply:

_____ Will count toward (both) major or minor

_____ Will count toward major only

_____ Will count toward minor only

Currently approved for GenEd/flag

_____ Will count for general education in:

Analysis of Values

The Arts

Contemporary Social Institutions

Cultural and Historical Change

Formal Reasoning

Intellectual Traditions

Second Language

Life Sciences – Issues

Life Sciences - Lab

Literature

Physical Education

Physical Education Fitness

Physical Sciences - Issues

Physical Sciences - Lab

_____ Will count for U.S. Diversity Flag

_____ Will count for Global Diversity Flag

_____ Will count for Writing Intensive Flag

Plan to submit for GenEd/flag approval

Category/Flag: _____

(OVER)

If you have a course fee for your on-campus course, please fill out information in the following box. Also please contact the May Term office for additional form. (x3760).

Complete this section if your course will have field trips or other program costs requiring a course fee:

Note: You may assign a modest course fee to cover the expenses of unique May Term programming (local travel—including professor's costs, guest speakers, supplies). The May Term Office publishes the required fees in the May Term Course Catalog and assumes the responsibility of collecting the fees from the students.

Course Fee Per Student: \$ _____

If you do not indicate a fee, the students cannot be charged at a later date due to the publication of the catalog. All fees must be collected by the May Term office.

Complete this section if your course is an International or Domestic Travel Course:

(fill out as completely as possible; contact May Term Office as information becomes definite)

_____ International Travel Course

_____ Domestic Travel Course

Course Fees: _____ Travel Dates: _____

Travel Assistant (required for international trips): _____

Will you need a meeting room on campus at any time during May Term? Yes No

For what dates? _____

Signature of Faculty Member Primarily Responsible for This Course

Signature of the Department Head or School Director

Please return to May Term Office Mellon Center LL, Room 2