

May Term On-Campus Course & Fee Information

Section 1:

Name _____ Department _____

Campus phone _____ email address _____

Course Number _____ Course Title _____

Preferred Time M-F/ 9:00 am – 12:00 pm
 M-F/ 1:00 pm – 4:00 pm
 Other: _____

Course Description: Please email a description of your May Term course, limited to 150 words, to be included on the May Term website, to the Mellon Center at: melnctr@iwu.edu

List any prerequisites: _____

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

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:

- | | |
|---|---|
| <input type="checkbox"/> Analysis of Values | <input type="checkbox"/> Life Sciences – Issues |
| <input type="checkbox"/> The Arts | <input type="checkbox"/> Life Sciences – Lab |
| <input type="checkbox"/> Contemporary Social Institutions | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Cultural and Historical Change | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Formal Reasoning | <input type="checkbox"/> Physical Education Fitness |
| <input type="checkbox"/> Intellectual Traditions | <input type="checkbox"/> Physical Sciences – Issues |
| <input type="checkbox"/> Second Languages | <input type="checkbox"/> Physical Sciences – Lab |
| <input type="checkbox"/> U. S. Diversity Flag | <input type="checkbox"/> Global Diversity Flag |
| <input type="checkbox"/> Writing Intensive Flag | |

Plan to submit for GenEd/flag approval

Category/Flag: _____

(Please complete section 2 of this form if you are charging a course fee &/or taking field trips)

Section 2:

Complete this section if your On-Campus May Term course includes field trips &/or other program costs requiring a course fee.

***Note:** Instructors may assign a course fee to cover the expenses of May Term programming, e.g., local travel, guest speakers, and supplies. Please be advised the fees cannot be increased once they are published in the catalog. Course fees will be collected by the Business Office and must be used only for expenses incurred in teaching current May Term students only; fees cannot be used for departmental supplies.*

1. Download and complete the **May Term On-Campus Cost Grid** (which can be found under "**Faculty Resources**" on the Mellon Center_May Term website.)
2. Return completed cost grid, along with this form, to the Mellon Center (the deadline for submitting May Term course fee requests can be found under "**Faculty Resources**" on the Mellon Center_May Term website).

A) Course Fee Per Student: \$ _____

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

B) If your On-Campus Course includes field trips:

a) Please indicate the destination and duration of each trip:

b) Please indicate the type of transportation:

c) If you plan to lease a vehicle or use University vehicles, please refer to the University Driving Policy on the website at <http://www.iwu.edu/security/UniversityVehicleDrivingPolicy.shtml>.

d) Please have students read and sign the Release Agreement and complete the Emergency Contact Information form. These forms can both be found on the May Term website under "Faculty Resources": <https://www.iwu.edu/mellon-center/mayterm/faculty-resources.html>

Signature of Faculty Member Primarily Responsible for This Course

Signature of the Department Head or School Director