NEW Program Proposal -- Faculty Form
Carleton Off-Campus Seminar or Winter Break Trip 2017-2018

Faculty Name: _______________________________________________________
Department: ___________________________________________________________
Chair: _________________________________________________________________
Program/Winter Break Trip Title: _________________________________________

Statement of Purpose:

Program site: _________________________________________________________
Term (1st and 2nd choice): _____________________________________________
Reasons for choice of term: _____________________________________________

Describe the relationship to other off-campus seminars recommended or offered by the department, if applicable.

What students are you targeting for this program (major, class year, specific interests)? Why should they participate in this program?
Please shortly describe the structure and academic content of your program, including a tentative list of courses, and list specific learning goals (see attached Tips for Successful OCS Seminar Proposals). Feel free to attach additional pages, if needed.

If you are planning to offer courses in other departments or concentration areas, please secure initial approval from the respective Chair(s):

Course #1 – Title ___________________________________________________________
Department Chair Name: ____________________________________________________
Department Chair Signature: ________________________________________________

Course #2 – Title ___________________________________________________________
Department Chair Name: ____________________________________________________
Department Chair Signature: ________________________________________________

Course #3 – Title
Department Chair Name: ____________________________________________________
Department Chair Signature: ________________________________________________

Will you be on leave away from campus for either of the two terms immediately preceding the program? Describe.

Will you be under tenure review during the academic year when your program is offered?
☐ yes
☐ no
If yes, please explain:

I have discussed the proposed program with my department colleagues:  □ yes  □ no

If no, please explain:

Signature________________________________________________Date__________

Please return to Helena Kaufman, Leighton 119, hkaufman@carleton.edu, x4349
no later than Friday, January 15, 2016

Tips for Successful OCS Seminar Proposals

• Statement of Purpose
  o What are the program’s most important academic goals?
  o What are the program’s most important personal development goals?
  o How does this program complement and enrich your department’s curriculum?
  o Why should this subject matter be taught at an international off-campus location?

• Program Structure
  o What courses will be offered and who will teach it?
  o What are your program’s main features and how do they support the academic and personal development goals?
  o How will the site and the unstructured time be used -- excursions, homestays, cultural outings, and everyday living--for academic reflection? Will you attempt to assess and/or discuss these cultural experiences in an academic context?

• Logistics
  o What type of student might be interested in this program, what class year and majors will it attract?
  o What potential strengths and challenges will this program encounter in student recruitment?
  o What are the program’s participation pre-requisites for students?
  o What are some potential challenges at your program site?
  o What resources and/or partnerships have you identified at your program’s site?
  o Will your interaction with local partners, organizations, and culture be reciprocal in nature? How?