

New Study Abroad Course Proposal
College of Liberal Arts and Sciences
9 January 2007

All new courses taught in a study abroad program that awards University of Florida (UF) credit within the College of Liberal Arts and Sciences (CLAS) must be approved by the College, with the advice of the CLAS International Committee (CIC). (The general approval process requires departmental approval as well; for information on the full process, see <http://www.clas.ufl.edu/intl/faculty.html>) To facilitate this process faculty submitting new study abroad course proposals are requested to complete this form (parts A and B below) and attach it to a draft syllabus or detailed outline of the proposed course. Be sure to include a schedule of class meetings as well as information on the required course assignments (readings, papers, projects etc) and any non-class room activities that students will be required to attend. New courses include those with generic study abroad or topics numbers where the course itself has not been previously offered. Any courses not yet in the catalogue must be approved through the usual College Curriculum Committee process.

The CIC meets to review proposals on the first Monday of each month. Proposals (including this completed form and a course syllabus) should be submitted electronically to the CLAS Associate Dean for International Affairs at least one week in advance of the committee's monthly meeting. Proposals received after that date will be reviewed at the next meeting of the committee. Faculty are requested to submit course proposals as far in advance of the planned study abroad program as possible to insure adequate time for the review process, including any requests by the committee for additional information or clarification.

PART A

FACULTY MEMBER INFORMATION

Name: _____ Department: _____

E-mail: _____ Phone: _____

Approved: Signature of Chair _____

Approved: Signature of Associate Dean _____
(to be signed after CIC recommendation)

COURSE INFORMATION

Proposed Course Title: _____

Course code (prefix) and number (*if known*): _____ Course credits: _____

Total number of contact hours _____¹: Of these, number of in-class contact hours: _____

Name of Study Abroad program (*if applicable*): _____

¹ The number of contact hours and course credits listed should be clearly justified and explained within the syllabus and general course description included with this form. Contact hours are equal to the number of hours students are required to spend interacting with the course instructor and/or classmates in course related activities. A combination of 15 contact hours *plus* 15 hours of outside preparation of assigned work is required for each credit assigned to a course. Thus, approximately 30 hours of student coursework is required for each course credit assigned.

Term the course will be taught (select one): __ fall __ spring __ summer __ other² (_____)

Program Dates (inclusive): _____

UF Credit: _____ (Y/N) Transfer Credit: _____ (Y/N)

PART B

Please provide brief responses to the following questions in the space provided below. If the information is provided elsewhere (in the syllabus or description of program etc.) please indicate that here.

1. Briefly describe the additional benefit to students of taking the proposed course through a study abroad program, i.e. the “value added” to the course from being taught within the proposed study abroad program.

2. If a portion of the contact hours listed in Part A will occur outside of the classroom please briefly describe the activities that are being counted toward the total number of contact hours and how they will be incorporated into the course as a whole in terms of both content and course assignments (i.e. trips to museums, educational tours, meetings / interactions with local group etc).

3. If the proposed course will be hosted by a foreign institution please provide a brief description of the institution and the extent to which members of that institution will participate in the course or provide additional resources (guest lectures, student participation, etc.).

4. How does this course fit into current course offerings in your program or department? Is the course also taught at UF? Is the course part of a specific study abroad program (i.e., the Rome program)? Is it required of majors?

² Provide additional information if the proposed course is designed specifically for a capstone experience or short study tour that does not correspond to a standard semester or summer term.