

WINTER TERM COURSE PROPOSAL FORM FOR VISITING INSTRUCTORS

Instructor's Name(s)	
Department Code	TBD
Course Number	TBD
Course Title (full title)	
30-Character Title *Includes spaces and punctuation, this title will appear on the transcript	
Maximum Enrollment: *22 for standard course *15 for studio art course *12 for college writing *18 for language course (per instructor) *38 for team-taught course	

Please submit a curriculum vitae or resume with your proposal.

About the Course

1. Course Description: Please provide proposed catalog copy of no more than **120 words** that indicates subject covered, approach to the subject matter, general course expectations. You may wish to consult the Winter Term catalog currently on the Web for sample course descriptions. [Winter term catalog](#)
 - *The Curriculum Committee suggests using serial commas, and to replace phrases such as “This course will” with phrases, “In this course we will...”*

2. **Has this course been offered at Middlebury before?** If so, when, and with what enrollment? Have you taught this course elsewhere?

3. What written work or assignments will the students be expected to complete, and how will this work be graded? (Courses are graded A-F; if you think pass/fail would be preferable, explain why).

4. Whenever possible, include course readings in the description, and include below any additional sources that will be used which are not necessary for the course description. If this course involves screenings, please list films.

5. What is your relationship to Middlebury? (e.g., staff, faculty or staff spouse, emeritus, alumni, first time visitor, etc.)
6. Please identify an appropriate academic department or program affiliation for your proposed course.

Budget Needs

7. Winter Term courses may be allotted enrichment funds up to \$150 to cover such expenses as film rentals, visiting lecturers, and local field trips. **These funds are not automatically available. They are available by approval only and instructors need to contact Diane Burnham for the application form to request these funds. The deadline to request enrichment funds is January 1, 202x.** A detailed budget justification should be provided so the request can be considered for funding. If you need more funding (above \$150) please include that information in your justification.

For Studio Art Courses:

- For studio art courses, students are not be required to purchase materials or supplies for your course. Please include a detailed list of supplies necessary for the course along with the cost of each item in your request for enrichment funds. Please be as specific as possible.

Specific Visitor Information

8. **Include brief biographical information (one-two sentences) that should appear in the printed course catalog if your proposal is approved.**
9. If your proposal is approved and you do not live locally you will need to make housing arrangements for the month of Winter Term.
 - For information on local housing options please search online community marketplace websites (for example, Airbnb.com or Front Porch Forum) that advertise rental accommodations.
 - Under some circumstances the college can provide a modest housing stipend to use towards your housing expense. More details on the stipend will be forthcoming.
 - Some housing options are not within walking distance of the campus, and winters in Vermont might require a vehicle for transportation to and from campus each day. If you do not own a car, a rental car may be necessary.
 - Visitors are responsible for their travel (including to and from Middlebury at the start and end of the term) and, their housing and food expenses.
10. If you would like to insert additional information for the Curriculum Committee's review, please do so here.
11. If you are a staff member at Middlebury College, please provide written supervisor approval, and also identify if you are a full time or part time employee (if part time, state number of weekly hours worked).

12. If you are a faculty or staff member at the **Middlebury Institute of International Studies at Monterey**, your salary for teaching a winter term course would normally be covered by the appropriate budget at MIIS at the Institute's regular adjunct rate. Please provide written approval from the school dean (for faculty), and the associate provost for integration strategies.

- *Please submit a **Curriculum Vitae or Resume** with your proposal, and **include your home mailing address and email address on the CV.***
- If your address changes, please notify Diane Burnham.
- **Final decisions will be emailed out by late-July.**