

## WINTER TERM 2023 COURSE PROPOSAL FORM FOR VISITING INSTRUCTORS

Please submit this form as a **word document via email** to

Diane Burnham at [dburnham@middlebury.edu](mailto:dburnham@middlebury.edu)

**Deadline: April 8, 2022**

Please note that, for Winter Term '23, we will attempt to use our regular processes and timelines for selecting and reviewing course proposals. If the uncertainties of the pandemic prevent us from doing so, however, we will make adjustments as needed and will keep you informed.

Instructor's Name(s)	
Department Code	TBD
Course Number	TBD
Course 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. <http://www.middlebury.edu/academics/catalog/winter/wtcourses>
  - *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.
7. Please describe your past experience, if any, teaching courses online.

### Budget Needs

8. Winter Term courses are allotted \$250 each in enrichment funds to cover such expenses as film rentals, visiting lecturers, and local field trips. There is no requirement to use the funds. A limited amount of funding is available to accommodate special course-related needs beyond the \$250. For courses with such needs, a detailed budget justification should be provided below so the request can be considered for additional funding.

#### For Studio Art Courses:

- For a studio art course, please include a detailed list of supplies necessary for the course along with cost of each item. Please be as specific as possible.
- If students will be expected to purchase materials or supplies for your course, include a list of supplies necessary along with the total cost of the item(s) (please be specific). ***Include, at the end of your course description, the following information: "Each student will be required to purchase (fill in material needs) costing approximately (fill in total amount of supplies student will be expected to purchase on their own)."***

### Specific Visitor Information

9. Include brief biographical information (one-two sentences) that should appear in the printed course catalog if your proposal is approved.
10. 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 visit the non-college housing site at <http://nchousing.middlebury.edu/> or search online community marketplace websites (for example, Airbnb.com) 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.
11. If you would like to insert additional information for the Curriculum Committee's review, please do so here.
12. 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).
13. 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.***
- *Please submit this form as a **word document via email.***
- If your address changes, please notify Diane Burnham.
- Final decisions will be emailed out by late-July.