Whitman College

Crossroads Proposal Cover Form 2021

Complete and submit this cover sheet electronically via email attachment along with your Crossroads Proposal by March 1 to Off-Campus Studies, Mem 205 with the appropriate departmental/program signature. Be sure to provide at least preliminary information about each of the required Proposal Components. See the *Crossroads Final Proposal Guidelines 2021* for specific instructions. Proposals will be reviewed by the Off-Campus Studies Committee based on the criteria in the *Crossroads Call for Final Proposals*. Faculty whose proposals are selected for funding should then submit the course proposal to the Curriculum Committee for standard course review.

Attach Required Final Proposal Components:

- Crossroads Proposal Cover Form 2021
- *Proposal to Add New Course Form*. From the Registrar's website, download, complete, and obtain signatures.
- Crossroads Course Narrative
- Tentative Syllabus
- Itinerary
- Host Organization
- Local Assistant
- Language
- Preliminary Logistics
- Sharing and Reflection
- Group Size and Recruitment
- Instructor Qualifications
- Risks
- Budget – Attach a completed *Crossroads Budget Planning Sheet* developed in consultation with Off-Campus Studies.

Faculty Director Name: _____

Program Dates: _____ **Destination City/Country**: _____

Course Title & Number: _____ **Number of Credits:** _____

Course type: ___ **Free standing OR**
___ **Linked to the following Whitman course or prerequisite:** _____

REQUIRED SIGNATURE by the relevant Department Chair or Program Director (Note: When the faculty member submitting the proposal is Dept Chair the Division Chair should by asked to sign): Your signature on this form indicates that you have reviewed the attached documents and give your full support to this faculty member's proposal to lead the Crossroads Course during the dates identified above. Your signature also indicates that you understand that regular semester courses lost as a result of the instructor's Crossroads Course teaching credit (calculated at 50% of the number of credits for the Crossroads Course) will be replaced internally and will not be replaced through the hiring of non-tenure track faculty.

Dept. Chair or Program Director: _____

Printed name *Signature* *Date*

Updated: August 2019