

## New Study Abroad Course Proposal

College of Liberal Arts and Sciences

September 2013

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. 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 \_\_\_\_\_<sup>1</sup>: Of these, number of in-class contact hours: \_\_\_\_\_

Name of Study Abroad program (*if applicable*): \_\_\_\_\_

<sup>1</sup> 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.

