

DU FACULTY INTERTERM HANDBOOK

University Academic Programs

Updated 01/01/24

Dear colleagues,

The University is proud of the intellectually rigorous curriculum we offer students across all terms, including Interterm. In addition to the smaller class sizes, students are attracted to the international and domestic travel course options offered during Interterm sessions. During Interterm, we encourage faculty to teach courses that are tailored to smaller class sizes, that include strong project-based work, active learning environments, experiential learning, and community engagement.

Instructors may offer on campus, online, or travel courses during Interterm. Elective courses and select required courses may be offered. Required courses may have stipulations and restrictions that elective courses do not. For example, Common Curriculum courses must meet for a minimum of forty hours over a period of three weeks or more. Any foreign language course or Writing course must meet for at least four weeks.

In this handbook, you'll find information and guidelines about critical components necessary to understanding the Interterm course proposal processes and policies.

Thank you for your interest in teaching an Interterm course. As always, please contact us with any questions at uap@du.edu. We look forward to working with you.

Sincerely,

Jennifer Karas, Vice Provost for Academic Affairs
Monica Kosanovich, Associate Director, University Academic Programs
Grace Warner, Program Coordinator, University Academic Programs

Table of Contents

Course Proposal Procedure.....	4
Course approval.....	4
Submission timeline	4
Travel Course Approval	5
International travel approval.....	5
International education support vendors.....	5
Travel course expenses.....	5
How to calculate expenses and program fees for a travel course	6
Contracts and purchasing orders.....	6
Christopherson Business Travel	6
Airfare.....	6
Lodging.....	7
Meals and incidentals	7
Guests	8
Course policies (A-Z).....	9
Attendance policy.....	9
Book orders	9
Canceling courses.....	9
Classroom reservations.....	9
Course start dates.....	9
Grading policy.....	9
Marketing.....	9
Meeting minimum credit hour requirements	10
Online course caps.....	10
Pre-travel & post-travel meetings.....	10
Program and material fees	10
Interterm Salary	10
Travel Course Development.....	11
Important Student Information	11
Enrollment eligibility.....	11
Registration.....	12
Auditing privileges/courses for no credit	12
Financial Aid and Scholarships	12
Federal financial aid and private aid.....	12

Interterm scholarships..... 12
Scholarship eligibility..... 12
Travel expense reconciliation 13
 Cash advance/travel advance..... 13
 Cash advance reconciliation 13
Allocating Expenses to Academic Programs in Concur..... 13
Appendix A: Course Proposal Form..... 14

Course Proposal Procedure

Course approval

All appointed faculty members are invited to submit a course proposal using the Qualtrics [Interterm Course Proposal Form](#). Academic Programs will track approvals from department chairs and deans. The course proposal form can be found in [Appendix A](#) at the end of this document. A complete [course proposal](#) includes:

- All course information (course title and subject, meeting days and times, expected enrollment, etc.)
- Updated course syllabus, with course dates and course learning outcomes
- Travel courses ONLY
 - Prior to course proposal submission, faculty proposing new travel courses are required to meet with UAP Associate Director, Monica Kosanovich (monica.kosanovich@du.edu).
 - Proposed budget (use [template](#), listed under *Submit a Course Proposal* section)
 - Includes travel expenses, faculty salaries, coordinator/TA salaries, expenses for pre-travel and post-travel meetings.
 - Pre-travel and post-travel meeting dates
 - [DU Passport Program Approval Form](#) (**required** for international courses only)

Submission timeline

Course proposals for on-campus and/or online courses should be submitted a minimum of 1 quarter prior to the Interterm session in which the course will be offered. Travel course proposals must be submitted a minimum of 2 quarters prior to Interterm session (9 months for new classes & 6 months for repeat classes).

	Summer Travel 2024	Winter Interterm 2024	Spring Interterm 2025
International course submission to DU Passport (Risk Mgmt.) *	New Sept. 15, 2023 Repeat Dec.15, 2023	New Feb 22, 2024 Repeat May 22, 2024	New June 22, 2024 Repeat Sept 23, 2024
Course proposal submission deadline. Non-International travel	February 2, 2024	August 1, 2024	November 1, 2024
Financial Aid application opens	Rolling basis (Upon course approval)	Rolling basis (Upon course approval)	Rolling basis (Upon course approval)
First Day of Class	June 15, 2024	November 22, 2024	March 22, 2025
*International travel courses require additional review, which requires submission 9 or 6 months in advance. ^Summer start dates may vary based on instructor preference.			

Travel Course Approval

International travel approval

International travel courses must be approved, via a two-step process (conditional and final) by the Vice Provost of Internationalization and Risk Management and all program leaders must complete the [program leader training requirements](#) prior to final approval being given (approximately 1 month before departure). Proposals for travel courses must also include an itinerary and risk assessment. Please visit the Risk Management [Short Term Programs](#) page for valuable information.

As of Fall 2019, all international courses must travel with two program leaders per course. This can be arranged in any number of ways (2 faculty members, 1 faculty member/1 teaching assistant, 1 faculty member/1 staff member, etc.). If you cannot find a secondary program leader for your course, Academic Programs can suggest options for your course. If the group includes more than 20 students, the program must maintain a 10:1 student to staff/faculty ratio.

Faculty and Staff must book their travel via Concur/Christopherson Business Travel (CBT)/Pioneer Travel and Expense. These are all the same booking engine. Any exception to this policy must be granted by University Financial Services and the Chancellor or Provost.

International education support vendors

We strongly encourage faculty who would like to offer an international course to consider working with one of the following international education vendors/providers:

- [ISA](#)
- [CIS](#)
- [AIFS](#)
- [CIEE](#)
- [CEA](#)
- [SIT](#)
- [API](#)
- [IFSA](#)

These vendors provide several advantages:

- Support faculty member's course customization through the vendor's expertise within the region/country.
- Advise on organization and balancing academic rigor with cultural activities.
- Strong logistical support (non-academic support, on-site arrangements, etc.) before departure; most providers send on-site staff to give additional support during the program, allowing faculty to focus on the instructional aspect of the course.
- In the event of an emergency, providers have standard health, safety, and security practices that help ensure the well-being of participants and helps to protect sending institutions.
- Providers sometimes offer insurance, take on general liability, and have emergency response protocols in place.

Travel course expenses

All faculty expenses are paid for by Academic Programs during travel courses. These expenses include: domestic and international airfare, lodging, transit, and meals. All faculty should [obtain a purchasing card](#)* from Shared Services for these purposes and follow university policy, including what is outlined on the [Chart of Allowable Travel and Entertainment Expenses](#)* for purchasing requirements. Reconciliation of expenses happens through Concur. Faculty travel expenses must be included in the course proposal budget, which includes program fees.

**The links above with an asterisk indicate that you need to sign in as a DU Employee to access the correct information through the Shared Services Knowledge Base.*

How to calculate expenses and program fees for a travel course

Travel courses include a program fee for students, which covers all aspects of travel such as accommodations, group meals, transportation, and in-country activities. Program fees apply to all travel courses and are to be applied to the student's bill. Program fees vary by course and are non-refundable regardless of whether a student drops the course. All student-related course expenses must be covered by program fees.

If you plan to use an external vendor (as referenced above), work with that vendor to determine the expected budget. If you are coordinating the logistics yourself, you may contact Christopherson Business Travel for help with airfare and lodging expenses. Submit the budget with your course proposal. The budget template is available on the Interterm website [here](#) (listed under *Submit a Course Proposal* section).

Contracts and purchasing orders

Any purchase over \$5,000 will require a purchase order and may require a contract. Contracts may also be required by a vendor regardless of purchase total. One example is a quote that includes terms and conditions. Contact Academic Programs at uap@du.edu for help with all contracts and purchase orders. University policy prohibits employees from signing any contracts or agreements on behalf of the University, regardless of the amount of money associated with the contract/agreement. UAP will help with starting the Contract Review Process to have the contract reviewed, approved, and signed. Please send contracts to us ASAP as this process can take time to complete. When a vendor accepts a Purchase Order, they are agreeing to applicable terms and Conditions for that sale. Those Terms and Conditions are a legally binding agreement which specifies payment terms and provides protections to the University should the vendor fail to complete a project or deliver good(s) in a satisfactory manner.

Christopherson Business Travel

The dedicated University Group Travel Team supports and negotiates group arrangements typically for 10 or more travelers using commercial group air, hotel room blocks, and motor coach charters.

- Phone: 800-285-3603
- Email: Universitygroups@cbtravel.com
- Business Hours: 6:00AM – 7:00PM (MST)
- Minimum number of travelers per group reservation: 10+ or 6+ depending on airline
- [Group travel request form](#)* You need to sign in as a DU Employee to access the correct form through the Shared Services Knowledge Base.

Airfare

The program fee **does not cover airfare**. However, when preparing the student expenses section of the budget, please include an estimate of airfare so that we can inform students what their expected out-of-pocket costs will be. Airfare dates allowed are course travel dates plus two additional travel

days- one on the front end of the class and one on the back end of the class. Personal or other DU-related work before or after course date will not be covered by Academic Programs. Use Concur to find airfares (see [Booking Airfare](#)* quick guide and [Booking International Travel](#)*quick guide).

**You need to sign in as a DU Employee to access the correct form through the Shared Services Knowledge Base*

All students should submit their travel itineraries to Academic Programs prior to departing for the course. It is best to cover this within the pre-departure meeting. If requested, this student travel information may be sent to instructors once all itineraries have been collected.

Lodging

Work with Christopherson Business Travel to determine hotel availability for a group, or use Concur travel services (see the [Booking Hotels](#)*quick guide). Provide name, address, and contact information for each hotel. Lodging should be booked as a group for the entire course with the exception that the instructor(s) has a private room. Program leaders and students are required to stay in the same accommodations for the duration of the trip (contact the Associate Director of Academic Programs for exceptions). Instructors should only consider accommodations with **flexible** cancellation policies (whenever possible) in the case that the course does not meet the enrollment minimum (8 students), and thus, does not run. Instructors should communicate full lodging information with students at the required pre-departure meeting prior to course travel (see page 10 for [pre-departure meeting](#) information) **You need to sign in as a DU Employee to access the correct form through the Shared Services Knowledge Base*

Any student arriving early or staying late must pay for their own lodging.

Pioneer Travel & Expense does not offer lodging per diems, so faculty members should book all arrangements together through a p-card.

When making lodging reservations, instructors/coordinators should confirm with the hotel/hostel/etc. that each student will have their own, separate bed throughout the duration of the trip. We allow 2 students of the same gender to share a room.

Academic Programs staff can offer additional support with booking lodging for courses if instructors/coordinators can provide all pertinent information to UAP staff (i.e. hotel name, number of rooms needed, number of nights, etc.).

Meals and incidentals

For establishing an estimated budget, per diem rates are preferred for meals and incidental expenses. Domestic per diem rates are available on the GSA website [here](#). International per diem rates are available on the Department of State website [here](#). Please note that receipts aren't required for per diem, only for direct reimbursement.

For reconciliation of expenses, Concur will require itemized receipts for actual costs incurred. It is highly recommended for meals and incidentals to be handled through a p-card. If done as a cash advance, faculty will have to reconcile large amounts of cash which is not advised.

Guests

Faculty and/or program leaders who would like to invite guests and/or any non-student individuals to join their course must obtain approval from UAP staff (email the Associate Director of Interterm Programs). University Academic Programs follows the policies of DU Enterprise and Risk Management regarding travel with guests.

EXPECTATIONS FOR FACUTLY AND STAFF LEADING A PROGRAM:

The University **discourages** faculty and staff who are leading an international program from traveling with family members or other guests. When acting as a Program Leader or support staff, one's primary responsibility is to the student participants. This responsibility often requires long hours, little free time, and working through unexpected challenges. For this reason, DU strongly discourages Program Leaders from bringing an accompanying family member.

It is recommended that Program Leaders carefully consider the effect additional travelers will have on the academic content (e.g., students unable to have open and uninterrupted discussions because of the presence of a minor) and logistical arrangements of the abroad experience (e.g., cost of a larger van for transportation) as well as issues related to liability and personal expenses (e.g., if a program is canceled or altered, it is the Program Leader's responsibility for attempting to recover funds spent on family member expenses).

- Transparency for the reason a family member is joining an experience abroad is integral, especially with the student participants, so there is no misunderstanding that student fees are subsidizing non-participants.
- Family members of Program Leaders may not:
 - be under the age of 18 unless there is another competent family member (non-Program Leader or support staff) traveling with the group at the Program Leader or family member's expense and approval for such is granted by ERM (Enterprise Risk Management).
 - have any responsibilities on behalf of DU.
 - impair the operation and administration of group activities or otherwise infringe on or take responsibility for student participants.
 - be utilized as a substitute for hiring an additional Program Leader.
 - share accommodations with student participants.
 - expect that a sponsoring unit will coordinate arrangements (e.g., transportation, accommodation) for family members.
 - be extended family (e.g., grandchildren, nephews, nieces).
 - have their expenses incorporated into the abroad experience budget.
 - be part of any reimbursement request or invoice submitted to the university.
- Family members of Program Leaders are required to:

- complete the “Companion Travel Waiver” and receive approval for accompanying the DU travelers from both the head of the unit sponsoring the experience and ERM.
- pay for their own transportation, meals, and all other costs. When doing so is impossible, the Program Leader is singularly responsible for ensuring the university or any other parties involved are reimbursed.
- have all necessary vaccinations or immunizations, including those required by DU (e.g., COVID-19 vaccination and booster dose(s)).
- provide and pay for their own insurance needs and requirements when DU’s international travel medical insurance does not suit or cover them.
- understand that their needs and care come secondary to the student participants and the mission of the experience which may mean unexpected out-of-pocket expenses to manage their own health, safety, and needs.

Course policies (A-Z)

Attendance policy

Interterm courses must adhere to the same high standards of development, content, and delivery as courses taught during the traditional term. Because Interterm is an intensive time frame, students are expected to attend courses in their entirety. If students miss one day of a five-day course, they have missed 20% of the course. Therefore, absences are unacceptable.

Book orders

Instructors are responsible for ordering books for their interterm courses through the DU bookstore. The book orders should be submitted prior to registration. Students who are on book scholarship may have trouble getting appropriate materials if they are not available in the DU bookstore.

Canceling courses

Any course may be canceled due to low enrollment (minimum of 8 students). Travel courses may be canceled if the location site is determined to be high risk or unsafe. Program fees will be refunded to students if the course is canceled.

Classroom reservations

Instructors can make specific room requests in the course proposal form. Academic Programs will work with the Registrar to make classroom reservations for Interterm courses, but room location cannot be guaranteed.

Course start dates

The course start date must be accurately reflected in the syllabus and in the course catalog. Online courses should list the date the course is first available for access to students as the start date. Interterm drop deadlines are based on the first day the class opens. Due to the compressed nature of the interterm period, students must drop the course by 11:59pm on the first day of the course in order to receive a full tuition refund.

Grading policy

After the last day of class instructors have 15 days to submit grades for interterm courses. It is critical that grades be reported for all registered students in a timely fashion. A grade must be entered for every student.

Marketing

Academic Programs provides limited marketing services for Interterm courses. Promotional services provided include, but are not limited to, flyers, email messages, internet postings, and advertising at on-campus events. Ultimately, instructors are the most powerful marketing tool available. Students often choose Interterm courses based on the reputation of and/or their relationship with an instructor. Therefore, it is imperative that instructors are involved in the promotion of the course by distributing flyers to students in their classes or by making visits to other classrooms.

Meeting minimum credit hour requirements

All Interterm courses must meet academic standards set by the University. According to DU policy, the unit of credit is the quarter hour. In general, each quarter hour of credit requires one class period of 50 minutes each week. During Interterm, class periods are scheduled for longer blocks of time in order to meet minimum credit hour requirements. In some classes, such as online courses, the quarter-hour credit may not equal the hours spent in class.

Online course caps

Per Office of Teaching & Learning guidelines, online courses will be split into two sections if enrollment exceeds 20 students on the day before the course starts. In that case, the faculty member would then be taught for teaching two sections. Faculty interested in teaching an online course must complete OTL's [Teaching Online Short Course](#).

Pre-travel & post-travel meetings

Travel courses are required to have participants in international travel courses complete the online, student pre-departure course found here <https://www.du.edu/risk/pre-departure-orientations>. Students will receive an email indicating they have completed the course which must be collected by the Program Leaders to ensure compliance. Faculty must also have at least one pre-departure travel meeting and they should take place on the DU campus or via Zoom (they cannot be held in any private residence). Academic Programs will provide up to \$10 per person at each pre-travel and post-travel meeting. The meeting schedule must be included in the original course budget in order to receive reimbursement for any related expense. Itemized receipts must be submitted through Concur.

Program and material fees

Some courses require material fees. Instructors are responsible for informing Academic Programs of fees to be collected from students at the time the course is proposed. See above for information on how to calculate a program fee for travel courses.

Student Conduct

Setting expectations of conduct and discussing behavior both prior to departure, listing in your syllabus, and again on-site (with periodic reminders) is essential and proven to lead to a successful program. DU students, who participate in off-campus activities are subject to the requirements of the behavior expectations set by the Program, the DU Honor Code, University policies, and local, state, federal, and applicable host country laws, regulations, and/or ordinances.

Interterm Salary

Interterm faculty salary is paid by Academic Programs, not individual departments. The salary thresholds below are based on enrollment on the first day of the course for a 4-credit class. If you are teaching a 2-credit, please divide in half. Please contact Academic Programs for more information.

On Campus and Online Courses				
	5-7 students[^]	8-15 students	16-24 students	25+ students
Individual instructors	\$ 4,272	\$ 4,772	\$5,272	\$5,772
Team taught [^]		\$ 4,272	\$4,772	\$5,272
Teaching assistants [^]		\$ 900	\$1,200	

**TAs and co-instructors are not available for courses with enrollment lower than 8 students.*

Domestic Travel Courses		
	8-15 students	16-24 students
Individual instructors	\$ 4,772	\$5,272
Team taught	\$ 4,272	\$4,772
Teaching assistants	\$ 900.00	\$1,200

International Travel Courses		
	8-15 students	16-24 students
Instructors/Co-instructors	\$ 5,272	\$5,772
Teaching assistants/coordinators	\$1,200	\$1,500

**International travel courses must have 2 program leaders and maintain a 10:1 ratio for larger classes as of Fall 2019.*

Travel Course Development

Limited funding may be available to instructors interested in developing new travel courses who need the funds to finalize plans and content. Funding will be permitted based on DU's Travel Expense Policies. Instructors may not submit a second request prior to the first course successfully enrolling students. Exceptions may be approved depending on funding.

Process for using course development funds

- 1) Submit a proposed syllabus and explanation of why course development travel is required to uap@du.edu.
- 2) Submit itinerary and budget 60 days prior to departure for approval. The budget should be based on per diem rates for lodging, meals, and transportation. Airfare can be included separately.
 - a. Number of days onsite/in-country: 2-3 total.
 - b. Number of travel days: 2
- 3) Upon return, the instructor will submit an expense report through Concur.
- 4) Upon return, submit a final syllabus along with suggested program fee (see above How to calculate expenses and program fees for a travel course, p. 6).
- 5) Any expenses will require original, itemized receipts for reimbursement within 30 days of trip completion. Instructors will receive 50% of the reimbursement upon trip completion and the remaining 50% will be delivered after the course is completed with a minimum of 5 students.

Important Student Information

Enrollment eligibility

All current University of Denver students, faculty, and staff are welcome to enroll in Interterm courses. Students wishing to participate in travel courses must be in good academic standing and must have no student conduct issues. If their GPA is below 2.5, they must request special permission to enroll from Academic Programs and the course instructor.

Students currently enrolled in other colleges/universities may enroll in an Interterm course by obtaining "[Special Student Status](#)" from the Office of Admissions or the Office of Graduate

Admissions.

Incoming students may not take Interterm courses as their first term of study at DU, except in special circumstances and must receive approval from Academic Programs and the course instructor. Students wishing to take more than one 4 credit Interterm course must meet with an advisor to get approval for the workload and then have the advisor send a email request to uap@du.edu for the second class to be added.

Registration

Students must be cleared of all registration holds before registration can be completed. Please visit the Interterm [website](#) to view registration dates for on-campus courses. The myDU registration system is available for on-campus and online courses only. Registration for on-campus courses is accepted up to the first-class meeting, provided the class is not closed.

Registration for travel courses must be made through Academic Programs. Registration for travel courses will begin at the time the course is announced. Upon registration for travel courses, non-refundable program fees will be applied to the student account in order to reserve a seat in the class. Students are not permitted to attend Interterm classes without registration and tuition payment.

Auditing privileges/courses for no credit

Interterm courses are not available for audit, and they cannot be taken for zero credit. Students are not permitted to attend Interterm classes without registration and tuition payment.

Financial Aid and Scholarships

Federal financial aid and private aid

Interterm is independent from the traditional academic year, but Federal financial aid may be applied to Interterm courses in the summer, depending on individual student circumstances. Students are responsible for determining how financial aid from private organization might be applied to Interterm courses. Private loans may be applied to Interterm courses, but they should contact the Office of Financial Aid for more information.

Interterm scholarships

Interterm scholarships are provided to eligible students directly by Academic Programs. Need-based and merit-based scholarships are granted on a first-come, first-served basis. If a student has no financial need, they may apply for a merit-based scholarship by completing the scholarship application, which can be found on the [Interterm website](#).

Scholarship eligibility

Financial aid is available to undergraduate and graduate students according to the stipulations below:

- Be a DU degree-seeking student
- Need-based aid: Have a FAFSA and CSS Profile on file and demonstrate need determined

- by the Financial Aid Office
- Merit-based aid: at least a 3.0 GPA.
 - Must have no Student Conduct issues

Travel expense reconciliation

As is the case with courses offered during regular academic terms, course-related expenses can be reconciled in a few ways: cash advance requests, using a purchasing card, or reimbursement. All of these processes now go through Concur. Concur guides are available on the [Knowledge Base](#).

To reduce the effort of scanning receipts, Shared Services recommends that instructors utilize the Concur Mobile app. The app allows you to take pictures of receipts in the moment, and the system will then read these receipts, load them into Pioneer Travel and Expense, and create expenses based on the information it reads from the receipt. This will alleviate an immense amount of scanning and organizing upon return from travel.

Cash advance/travel advance- not commonly used.

Shared Services prefers that all faculty on travel courses [obtain a purchasing card](#)*. If traveling to a country that will not accept a purchasing card, a cash advance request is required to get cash prior to the course start date. Travel advance requests should be made through Concur and must be received 14 days before travel. Directions for requesting a cash advance are available [here](#)*.

**You need to sign in as a DU Employee to access the correct form through the Shared Services Knowledge Base*

Cash advance reconciliation

To reconcile cash advances, simply assign uploaded receipts to the cash advance you requested for your travel course. You can find specific instructions [here](#)*.

**You need to sign in as a DU Employee to access the correct form through the Shared Services Knowledge Base*

Allocating Expenses to Academic Programs in Concur

When you go into Concur to create expense reports for expenses you've made on your purchasing card, all items will default to using your home department's Fund/Org/Account. As such, you will need to allocate Interterm expenses to Academic Programs by following the steps below:

1. When you are creating a new expense report, you will see a section on the first page to enter the Division, Org/Department, Fund, Activity Code, and Location. These will default to your home department, so to allocate charges to Interterm, you will need to change the Division to 1253 and then select the Interterm Org that applies to your trip.
 - a. For anything related to student or faculty expenses, you will choose the appropriate Org/Department selection below, based on which term you're teaching:
 - i. 328413 Summer Travel Courses
 - ii. 328415 Interterm Winter
 - iii. 328416 Interterm Spring
2. If you are allocating charges from an international trip, you will also need to select a

LOCATION code that corresponds with the country/area you traveled to.

For more step-by-step assistance with this process, consult one of the following Shared Services quick guides:

- [Quick Guide: Allocating an Expense Report to Another Department](#)
- [Quick Guide: Allocating **Individual** Expenses to Another Department](#)

If you receive an error that you do not have access to allocate charges to Academic Programs, you can contact the UAP staff at uap@du.edu.

The screenshot shows a web form titled "Create a New Expense Report" with a "Report Header" section. The form includes several fields and dropdown menus:

- Policy:** *DU-Travel and Expense Policy
- Professional Name:** O'Grady Leah
- Expense Report/Trip Name:** [Empty]
- Expense Report/Trip Start Date:** [Calendar icon]
- Expense Report/Trip End Date:** [Calendar icon]
- Expense Report/Trip Purpose:** [Dropdown]
- User Type:** Staff
- Expense Report Type:** [Dropdown]
- Approval Options:** Budget Approval
- If travel related, does it include personal travel?:** No
- Personal Travel Dates:** [Empty]
- Comments/Notes for Approver:** [Text area]
- Division:** 1 (1253) University Academic F (highlighted with a yellow arrow)
- Org/Department:** 2 (328212) UAP Operations
- Fund:** 3 (10000) Current Operating Ft
- Activity Code:** [Empty]
- Location:** [Dropdown]
- Report Key:** [Text area]

Appendix A: Course Proposal Form

Instructors should use this form to submit their course proposals for Interterm sessions. This is separate and distinct from the program proposal that is required by Enterprise Risk Management and submitted via DU Passport. Please direct questions to uap@du.edu.

Faculty Program Leader Information

Effective Term (format: Winter 2022, Spring 2023)

- Winter 2023
- Spring 2024
- Summer 2024
- Winter 2024

Instructor ID

First Name

Last Name

Email Address

Department

Is this the first time you will be teaching this course?

- No, I have taught this approved course before.
 - Yes, but this is an existing course that has been taught before.
 - Yes, this is a new course proposal.
-

Course Schedule Type

- On Campus
 - Travel
 - Online/Distance
 - Mixed/Hybrid
-

Display This Question:

If Course Schedule Type = Online/Distance

Or Course Schedule Type = Mixed/Hybrid

All faculty teaching online courses must complete the [Teaching Online Short Course](#) offered by the Office of Teaching and Learning. Please indicate if you have completed this requirement.

- I completed this on the following date:

 - I have not yet completed this.
-

Display This Question:

If Course Schedule Type = Mixed/Hybrid

Does your course involve a travel component outside of Denver?

- Yes
- No

Display This Question:

If Course Schedule Type = Travel

Or Does your course involve a travel component outside of Denver? = Yes

What type of travel course is this?

- Domestic
- International

Display This Question:

If Course Schedule Type = Travel

Proposed program location(s):

Display This Question:

If What type of travel course is this? = International

Is a visa required for faculty, staff, and/or US students on the program?

- Yes
- No

Display This Question:

If What type of travel course is this? = Domestic

Will you be leading this course with another instructor or program leader?

- Yes
- No

Display This Question:

If Will you be leading this course with another instructor or program leader? = Yes

In what capacity will your co-leader be assisting you with this course?

- Co-instructor (teaching capacity)
- Program Leader (non-teaching capacity)

Display This Question:

If What type of travel course is this? = International

As of Fall Quarter 2019, international travel courses require a minimum of 2 program leaders. In what capacity will your co-leader be assisting you in this course?

- Co-instructor (teaching capacity)
- Program Leader (non-teaching capacity)

Display This Question:

If Will you be leading this course with another instructor or program leader? = Yes

Or What type of travel course is this? = International

Co-Instructor/Program Leader First Name

Display This Question:

If Will you be leading this course with another instructor or program leader? = Yes

Or What type of travel course is this? = International

Co-Instructor/Program Leader Last Name

Display This Question:

If Will you be leading this course with another instructor or program leader? = Yes

Or What type of travel course is this? = International

Co-Instructor/Program Leader DU ID #

Display This Question:

If Will you be leading this course with another instructor or program leader? = Yes

Or What type of travel course is this? = International

Co-Instructor/Program Leader Email Address

Display This Question:

If Will you be leading this course with another instructor or program leader? = Yes

Or What type of travel course is this? = International

Co-Instructor/Program Leader Department (if applicable)

Course Information

Subject Code (e.g., PLSC, ASEM)

Course Number (e.g. 2511, 4301)

Should this course be cross-listed with another department?

No

Yes _____

Credit Hours

▼ 1 ... 10

Course Title



Course Description (700 characters max.)

Display This Question:

If Course Schedule Type = On Campus

Or Course Schedule Type = Online/Distance

Or Course Schedule Type = Mixed/Hybrid



Course Start Date (mm/dd/yyyy)

Note: all courses must adhere to the listed course start date for financial aid and registration

purposes. This includes online courses.

Display This Question:

*If Course Schedule Type = On Campus
Or Course Schedule Type = Online/Distance
Or Course Schedule Type = Mixed/Hybrid*



Course End Date (mm/dd/yyyy)

Display This Question:

If Course Schedule Type = Travel



Course Start Date (day students are schedule to arrive - mm/dd/yyyy):

Display This Question:

If Course Schedule Type = Travel



Course End Date (day students are schedule to depart - mm/dd/yyyy):

Display This Question:

*If Course Schedule Type = On Campus
Or Course Schedule Type = Mixed/Hybrid*

Course Days (check all that apply)

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Display This Question:

If Course Schedule Type = On Campus

Or Course Schedule Type = Mixed/Hybrid

Course Meeting Times (if applicable)

- Start time (i.e. 9:00 am) _____
- End time (i.e. 4:30 pm) _____

Maximum Enrollment (**note:** a minimum of 8 students is required to run a course)

Display This Question:

If Course Schedule Type = Mixed/Hybrid

Or Course Schedule Type = On Campus

Or Course Schedule Type = Travel

If you require a classroom reservation at DU, please provide your preferred room details.

Is this course being taught as part of the Common Curriculum?

- Yes
- No

Display This Question:

If Is this course being taught as part of the Common Curriculum? = Yes

If this is being taught as part of the Common Curriculum, will the course meet for a minimum of three weeks?

- Yes
- No

Display This Question:

If Is this course being taught as part of the Common Curriculum? = Yes

Which part of the Common Curriculum will this course count toward?

▼ AI: Natural ... Writing

Please select appropriate course attributes (if any):

- FOLA Substitution
 - Grand Challenges
 - Honors
 - Intercultural Global Studies
 - Pioneer Leadership
 - Service-Learning Course
 - SI: Natural Substitution
 - Sustainability
-

Restrictions (e.g., class level)

- Students may register with instructor approval (all travel courses)
 - Undergraduate only
 - Both undergraduate and graduate
 - Graduate Only
 - Other _____
-

Upload the following in a single Word or PDF document:

2) UPDATED syllabus, reading list, assignments, and travel schedule (if applicable): Providing a syllabus gives the committee an idea of how the class proceeds week-by-week and what students will be doing in class. Please make sure Course Objectives are listed.

Display This Question:

If Course Schedule Type = Travel

Travel Program Information

Display This Question:

If What type of travel course is this? = International

Have you completed the [DU Passport Program Approval Form](#) (required for all international travel courses)?

Yes, I completed this on the following date:

No, I have not yet completed this.

Display This Question:

If Course Schedule Type = Travel

Do you have a DU purchasing card?

Note: All faculty leading travel courses are strongly encouraged to have a DU purchasing card.

Yes, I already have one

Yes, but the location I'm traveling to may not accept credit cards

No, but I will request one

Display This Question:

If Course Schedule Type = Travel

Will you be working with any type of program coordinator who will require payment?

- Yes
- Maybe
- No

Display This Question:

If Course Schedule Type = Travel

Or Course Schedule Type = Mixed/Hybrid

What are your plans to arrange for lodging and transportation?

- I will be working with the following education vendor to handle travel details:

- I will be working with Christopherson Business Travel (via Concur)
- I will be arranging these travel components on my own
- Other _____

Display This Question:

If Course Schedule Type = Travel

Or Course Schedule Type = Mixed/Hybrid

Please list any pre or post-departure meeting dates.

(Academic Programs will provide up to \$10 per person at each pre-travel and post-travel meeting. The meeting schedule must be included in the course budget below in order to receive reimbursement for any related expense.)

Display This Question:

If Course Schedule Type = Travel

Or Course Schedule Type = Mixed/Hybrid

Please upload your budget using the course budget template from the Interterm website.

Note: courses are **required** to use the most recently updated course budget template each time a course proposal is submitted. Previous versions of the course budget template will not be accepted.

Display This Question:

If Course Schedule Type = Travel

Based on your proposed budget, please list your proposed student program fee.

Promotion and Recruitment

Recruitment by the faculty leader is critical to the success of the program – especially classroom visits to talk about the program. Recruitment will begin as soon as your program is approved and will continue until the enrollment deadline.

Please write a paragraph addressing the following: Describe your outreach and promotion plan for your faculty-led program, including the type and number of class visits that you would be able to do, people you would contact, other activities you would organize, etc. Describe any other support you would receive from departments on campus in publicizing the faculty-led program to targeted majors or student groups.

List the majors you believe would be best suited to recruit for your course.



UAP will utilize a template flyer to publicize your course. Please select and attach three images that represent the course (we will choose three images for you if this is left blank).

Tips: Photos should: Be interesting to prospective students Be high quality Be relevant to your course Showcase intriguing course attributes (i.e. destination photographs, experiential photographs, etc.)

Photo #1:



UAP will utilize a template flyer to publicize your course. Please select and attach three images that represent the course (we will choose three images for you if this is left blank).

Tips: Photos should: Be interesting to prospective students Be high quality Be relevant to your course Showcase intriguing course attributes (i.e. destination photographs, experiential photographs, etc.)

Photo #2:



UAP will utilize a template flyer to publicize your course. Please select and attach three images that represent the course (we will choose three images for you if this is left blank).

Tips: Photos should: Be interesting to prospective students Be high quality Be relevant to your course Showcase intriguing course attributes (i.e. destination photographs, experiential photographs, etc.)

Photo #3:

Department chair's email address

Associate dean/dean's email address

Questions/comments

End of Block: Default Question Block