

**Faculty Course Proposal**

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| **Academic Year and Summer Contact Information** | | | | | | | | | | | | | |
| **Faculty Name** |  | | | | **Department** | |  | | | | | | |
| **Email** |  | | | | **Campus Phone** | |  | | | | | | |
| **Home Phone** |  | | | | **Mobile Phone** | |  | | | | | | |
| **Proposed Course Information** | | | | | | | | | | | | | |
| **Proposed Course Title** |  | | | | | | | | | | | | |
| **Proposed Course Description**  For sample course descriptions visit: [jba.truman.edu/courses](http://jba.truman.edu/courses/) |  | | | | | | | | | | | | |
| **Course Needs** | | | | | | | | | | | | | |
| What special needs would this course have with respect to classroom space? | | | | | | | | | | | | | |
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| What special needs would this course have with respect to equipment or supplies? | | | | | | | | | | | | | |
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| If you anticipate requiring textbooks or coursepacks, please estimate the price of those resources? | | | | | | | | | | | | | |
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| Field trips are not required for JBA courses, but many have them. If you had field trips, what kinds of field trips would you envision for this course? | | | | | | | | | | | | | |
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| Would there be any special size limitations you would be imposing on your class? Please state the number. | | | | | | | | | | | | | |
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| Please speak to the likelihood of your being able to identify 3-4 solid candidates to serve as possible preceptors for your course. | | | | | | | | | | | | | |
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| **Relevant Experiences** | | | | | | | | | | | | | |
| Please discuss any prior experience working with audiences primarily composed of students between grades 6 and 10. | | | | | | | | | | | | | |
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| What techniques, activities, or structural adjustments do you believe you would need to employ to make the subject matter interesting to middle school students? | | | | | | | | | | | | | |
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| Why do you want to spend three weeks working with Middle School kids? | | | | | | | | | | | | | |
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| **Scheduling**  Consider the 2019 Summer Calendar; which session would you be able to work? (Place an “x” in the box next to all that apply)  You must be available Monday-Noon on Saturday throughout the session. No exceptions. | | | | | | | | | | | | | |
| First Session – June 8 to June 28 (tentative) | |  | | Second Session – July 6 to July 26 (tentative) | |  | | Either Session | | |  | | |
| **Approvals** | | | | | | | | | | | | | |
| If your course proposal is approved and you are given a contract, you will need to complete a criminal background check. By submitting this application you are acknowledging that you understand this process will be required. | | | | | | | | | | | | | |
| JBA faculty are not permitted to hold teaching assignments (even online), or hold other paid obligations to the University, during the session in which they are working. They are expected to not hold any other employment during this time. Department Chairs may not typically be freed from their Orientation responsibilities and the University will not pay for Orientation substitutes. Are you certain that you will be free of such conflicts if selected to teach for JBA? | | | | | | | | | Yes |  | | No |  |
| **Please Obtain the Following Signatures of Support for Your Application** | | | | | | | | | | | | | |
| **Department Chair**  (Sign and Date) | | |  | | | | | | | | | | |
| **School Dean**  (Sign and Date) | | |  | | | | | | | | | | |
| **Your Signature**  (Sign and Date) | | |  | | | | | | | | | | |

**Submit Completed Application By Mail or Email to**:

Jared Young, Coordinator of Summer Academies and Institutes

Institute for Academic Outreach

MC 303a

institute@truman.edu