

**SMITH COLLEGE
JANUARY 2008 INTERTERM COURSE PROPOSAL FORM**

Provide ALL the information requested.

Name: _____ Date: _____

Smith ID# _____ Telephone: _____ e-mail: _____

Social Security # _____

Check one: Smith student : Campus Box #: _____

Address during winter break: _____

Staff/faculty: Campus mailing Address: _____

Not Smith affiliated: Mailing address: _____

Title of proposed course (should not exceed 10 words): _____

Dates of proposed course. Mark "1" next to week most preferable, and "2" next to an alternative week. If your course carries over into another week, mark the first week with **1a** and the second week with **1b**. **Note: The College is closed on January 15 in observance of Martin Luther King's birthday. No classes will be held.**

Week One: January 7-11

Week Two: January 14-18

Week Three: January 22-25 (4-day week)

No preference (give me any week)

Total number of days course is offered _____

Times of proposed course. For scheduling purposes, try to offer your course at the same time for each day of the week. Mark "1" next to the *most preferable* time and "2" next to an *alternative* time.

9:30 – 11:30 a.m.

1:00 – 3:00 p.m.

3:15 – 5:15 p.m.

No preference (give me any time slot)

Maximum number of students you can accommodate in class _____

Estimated cost per student (photocopying, art supplies, etc.). Be specific. Itemize your costs. E.g., how many pages of photocopying *per student*.

Type of space needed for the class (i.e. seminar room, dance studio): _____

Equipment needed (overhead projector, VCR, monitor, floor mats, CD player, etc.): _____

Attach to this application your (1) course proposal; (2) brief course description; and (3) personal statement (see instructions) and submit three copies of everything to Interterm Program, College Hall 203. Proposals are due by 4 p.m., October 5.

Questions/advice about how to write your proposal? Contact Sue Briggs, sbriggs@smith.edu, Ext. 4903.