

**January Term 2020
Course Proposal Form (Domestic)**

Please return to the Office of Summer & Special Academic Programs by **May 1, 2019.**

The purpose of January Term is to provide University of Virginia undergraduate students with unique opportunities. These include research seminars, interdisciplinary courses, and courses that address topics related to diversity or topics of current interest and importance. January Term students benefit from increased student-faculty contact thanks to intensive formats and small class size. Please keep in mind when designing your course that we will evaluate January Term proposals based on the following criteria:

- Intended audience
- Suitability of topic for J-Term format
- Academic rigor

Faculty (Identify each instructor.)*

Name:
Department:
Email:
Telephone:

Name:
Department:
Email:
Telephone:

*Graduate student instructors, please include a current CV with this proposal.

Course Information

School:

Department:

Course Subject/Mnemonic and Number:

Course Title:

Credit Value:

Grading Option (audit is not allowed):

- Credit/No Credit
- Graded
- Student Option

Prerequisite(s):

Has this course been offered previously at the University of Virginia? When?

Maximum Enrollment:

Room Characteristics and Technology Needs:

Proposed class meeting times (J-Term 2020 classes must meet 4.5 hours per day with at least an hour break for lunch. Classes should end before 5 pm each evening. Please note that classes meet on Saturday January 4 and Saturday, January 11):

If the course includes a travel component, please attach tentative itinerary and budget.

Course Summary (100-200 words)

Syllabus

Please provide a preliminary syllabus for the course, including a list of topics that will be covered in the proposed course as well as a list of readings and assignments.

Proposals cannot be considered without necessary signatures
Departmental Review and Approval of Proposed Course

Signature of Department Chair

Date

Second Departmental Review and Approval of Cross-Listed Proposed Course

Signature of Department Chair

Date

Please note that school policies on curriculum should be followed. For example, a College of Arts and Science course offered for the first time in J-Term 2019 and proposed for J-Term 2020 requires review and approval by the College of Arts and Sciences Committee on Educational Policy and the Curriculum (CEPC) before the course can be scheduled. It is the responsibility of the instructor to seek the necessary school approval.

Compliance With Require Training Modules

_____ Date of the most recent completion of the EOCR's [Preventing and Addressing Discrimination, Harassment, and Retaliation \(PADHR\) training](#).

_____ Date of the most recent completion of the Not on Our Grounds Responsible Employee training module.

Tentative Internal Overload Authorization - January Term 2020

Employment in January Term requires supervisor approval.

Instructor #1 Name

Signature of Supervisor*

Date

Instructor #2 Name

Signature of Supervisor*

Date

Graduate students should secure permission of their primary advisor to teach in January Term and verify their eligibility to teach in January Term and receive compensation from the Associate Dean for Graduate Studies in their school, e.g., Graduate School of Arts and Sciences.

All instructors must be authorized to work in the USA. U.S. immigration laws and regulations are complex. In recognition of this, the University has delegated permanent employee-related immigration responsibilities to the Office of Compliance and Immigration Services (CIS) and for visiting scholars and students to the International Studies Office (ISO). Speaking with the ISO for F and J related issues and to CIS for H-1B, TN, E3, O-1 and permanent residence first, will alleviate potential problems and delays due to inappropriate visa status of the foreign national. It is also critical that adequate time be allowed to proceed with the immigration filing steps associated with the appointment sequence.

Scan and email to januaryterm@virginia.edu by May 1, 2019.