



JHU Summers Programs Course Proposal Template

Section I: Department, Contact, and Instructor Information

Department:

For a list of departments, please visit the [JHU Departments, Programs, and Centers](#) page for [KSAS](#) and [Whiting School](#).

Will this course be cross-listed with another department? YES NO

If yes, please enter the department:

Section II: Course Information

Course Title:

Course Number*:

***All course numbers are assigned by the sponsoring department**

Example: AS.111.222.33. Where AS denotes the school, and 33 denotes the section number, which should correspond to the scheduling matrix provided below.

Section Number	Course Duration	Program Dates for 2020
.15	One Week - Summer Institute	June 22 - 26
.41, .42, .43	Two Weeks - Summer Intensive	June 22 - July 3
.51, .52, .53	Two Weeks - Summer Intensive	July 6 - 17
.61, .62, .63	Two Weeks - Summer Intensive	July 20 - 31
.71, .72	Two Weeks - Summer Academy	June 22 - July 3
.73, .74	Two Weeks - Summer Academy	July 6 - 17
.75, .76	Two Weeks - Summer Academy	July 20 - 31
.11, .12	Five Week - Summer Term	May 26 - June 26
.21, .22, .24	Five Week - Summer Term	June 29 - July 31
.85	Five Week - Online	May 26 - June 26
.86	Five Week - Online	June 29 - July 31
.87	Ten Week - Online	June 8 - July 31
.88	Eight Week - Online	May 26 - July 31

*Additional section numbers during the same program dates are indicated for multiple sections of the same class. If there is only one section, please use the first section number listed.

Summer Term courses are 3 or 4 credits, except for 1 credit lab courses.

Distribution: H N Q E S NONE

The Registrar's Office limits the number of distribution codes to 2 per class

Enrollment Limit:

Prerequisites? YES NO

If yes, please list the prerequisites, please put course number(s) and title(s):

Audio/Visual Requirements: YES NO

For a list of technology capabilities and classrooms, please visit the [JHU KIT/CATS page](#).

Is department permission required for a student to register? YES NO

Select desired number of credits: Summer Term are typically 3 or 4 credits, Academy, Intensives, and Institutes are 1 credit each.

Select available meeting days:

Mon Tue Wed Thur Fri Sat Sun

Select desired number of meeting days per week: 2 3 4 5

Select desired program and start date (program names subject to change:

Summer Term 1	Summer Academy 1	Summer Institute 1
Summer Term 2	Summer Academy 2	Summer Institute 2
Online - May 26 - June 26 (Five Weeks)	Summer Academy 3	Summer Institute 3
Online - June 29 - July 31 (Five Weeks)	Summer Intensive 1	
Online - June 8 - July 31 (Eight Weeks)	Summer Intensive 2	
Online - May 26 - July 31 (Ten Weeks)	Summer Intensive 3	

Room Assignments: Please indicate room requests & equipment required. The scheduling office will use this information to assign a room that meets your needs, but please understand we cannot guarantee a specific room.

Please write a 50-75 word course description.

Section III: Instructor/Department Information

- Instructors must hold a Bachelor's degree or higher in order for their course to be considered.
- Please enter "Staff" if instructor has not been assigned.
- If more than one instructor needs to be assigned to a course, please enter the additional instructor's contact information in the Secondary Instructor's section in the grey box below.
- Resumes, course proposal document, course syllabus or other supporting materials must be submitted to the sponsoring department. Summer & Intersession Programs reserves the right to request a copy.
- Sponsoring departments will review and vet all proposed courses. Sponsoring departments must submit all approved courses in CLSS for Summer & Intersession programs final approval.

Primary Instructor

First Name:

Last Name:

Email:

Secondary Instructor Info:

First Name:

Last Name:

Email:

Books can be ordered directly from Barnes & Noble.

Notes & comments:

All course proposals should be submitted directly to the sponsoring department.