

Elmhurst College

Center for professional excellence

Office of International Education and Off-Campus Programs

190 South Prospect Avenue

Phone: (630) 617-3341 ~ Fax: (630) 617-3340

MEMO

DATE:

TO:

SUBJECT:

FROM: **Dr. Wallace Lagerwey**
Director of International Education and
Off-Campus Programs

Dear Colleagues,

This memo is a request for you to propose an international education course for January 2004. The proposal only is due in my office by April 1st. All you need to do before then is to have a good idea about what your subject matter would be and in which countries you would be studying and traveling. The fully-developed course proposal is due in my office by September 15, 2002. I will provide you with the proper forms by the end of the semester. Please make sure that you get the approval of the department chair before sending your proposal to me and forward your proposal to me for both repeat and new courses. All courses must also be approved by the J-Term Committee, the Academic Council, and the Faculty.

You may propose a course either for Elmhurst College students alone or for the UMAIE consortium which we joined a year ago. This past January Les Caltvedt and Nadia Sahely had a highly successful course going through UMAIE, and for January 2003 Nancy Lee and myself, Donna Goetz, Maureen Mascha, and David Nasgowitz are planning to offer courses through the consortium. Working with the consortium is particularly useful when one anticipates difficulty getting a minimum of 12 Elmhurst students for the proposed course.

The second purpose of this memo is to appraise all faculty of the opportunity to apply for support to develop a new international education course for a future J-Term. The attached file includes the application form which is due in my office on April 3. This past January, Maureen Mascha received this grant from the consortium, and you may wish to speak with her about how valuable this kind of grant is in preparing to teach a J-Term abroad.

Please do not hesitate to contact me if you have any questions or if you need any help in developing a course for international study.

Sincerely,
Wally Lagerwey

