

Guidelines for Submitting Foreign Culture Courses

1. Please submit both an email and a hard copy of your detailed proposed course syllabus to the chair of the Foreign Culture Committee. This syllabus should state the foreign culture course goals and specify the readings and texts as precisely as possible.
2. Please also submit a cover letter that addresses
 - a. how the course fits the foreign culture course criteria
 - b. your preparation to teach this course (language spoken/read, background, previous research and/or teaching, etc.)
3. You are encouraged to present your proposal in person to the committee, though you need not do so. If the committee needs clarification the members will ask you to provide more information.

The committee will decide by secret ballot majority vote which proposals to accept. Some sort of re-application procedure of rejected syllabi, if the syllabus has been newly revised, will be set up.