

**International Teaching
Course Coverage Form
College of Education and Allied Professions
Western Carolina University**

Instructors who are scheduled to travel internationally to teach are required to complete the attached course coverage form before departure. Completed forms require the signature of instructor's Department Head and Dean of the College of Education and Allied Professions. Completed forms with required signatures should be submitted to the Dean of the College at least two weeks prior to departure.

Purpose

The purpose of the course coverage information sheet is to document how instruction in the curriculum is maintained when instructors are teaching internationally.

Who is required to complete the course coverage information sheet?

Full-time faculty members who teach internationally during any part of the fall or spring semester are required to complete the form. Fulltime faculty members who will be missing any part of an assigned course in the summer or other special sessions because of an international assignment are required to complete this form.

Adjunct faculty members who will miss any part of an assigned course because of an international course are required to complete this form.

Anyone teaching internationally at a time when no other course will be missed, such as in the summer, are not required to submit a completed course coverage form.

General Guidelines and Policy

Faculty members generally teach courses internationally during the fall break, spring break, and/or during the time between May commencement and the beginning of the fall semester.

It is the policy of the College of Education and Allied Professions that fulltime faculty members will not teach courses longer than two weeks and all courses must include one week in which WCU courses are not offered (meaning, faculty may not be away for more than one full week during a fall or spring semester).

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Course Coverage Form
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Western Carolina University**

Instructor Name:

Today's Date:

Course Taught in Internationally:

Location of International Course:

Dates of Course (including travel days):

Please provide a description of how instructor's regular classes are being covered while in Jamaica.

Course (Prefix and Section):

Class Dates that must be covered:

How will the class be covered, including responsible person?

Course (Prefix and Section):

Class Dates that must be covered:

How will the class be covered, including responsible person?

Course (Prefix and Section):

Class Dates that must be covered:

How will the class be covered, including responsible person?

Instructor Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Please return completed form to Zara Shick
CEAP Dean's Office | 204 Killian Building | zpshick@wcu.edu