HOUSE COURSE APPLICATION FORM

**IN COMPLETING THIS APPLICATION INSTRUCTORS/SPONSORS PLEDGE TO FOLLOW THE DUKE COMMUNITY STANDARD.**

PLEASE ENSURE ALL SIGNATURES & APPLICATION COMPONENTS ARE PRESENT PRIOR TO SUBMISSION.

EMAIL COMPLETED APPLICATIONS TO COURSEREQUESTS@DUKE.EDU OR BRING TO 011 SUITE IN ALLEN BUILDING.

House Course Title: ____________________________________________________________

Abbreviated DukeHub Title (30 characters maximum, taken from course title): __________________________

Course Instructor(s) (maximum 3):

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<th>Duke Grad Date &amp; degree</th>
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Trinity College Faculty Supervisor/Sponsor:

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<th>Name (Printed)</th>
<th>Official Faculty Title</th>
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I understand that in agreeing to serve as faculty supervisor I am confirming the following:

that this is the ONLY House Course I would be sponsoring that term; that the course has been developed with my full knowledge and input; that I will be present on campus the semester the course is offered; that I will attend at least three class meetings spread throughout the term and will be fully informed about the other meeting, ensuring that the course meets at least 12 times for a minimum total of 18 contact hours; that, as instructor of record, I will perform all administrative duties associated with the course, including facilitation of instructor access to Sakai, provision of permission numbers during the drop/add period; submission of an evaluation at the end of the semester; assignment of grades at midterm and at the end of the semester.

Faculty who cannot make this commitment should not agree to serve as House Course supervisors.

Signature of Faculty Supervisor: ___________________________ Date: ___________________________

Signatures from the sponsoring department (i.e., the department of the faculty sponsor or faculty instructor):

Chair: ___________________________ Approval Date: ___________________________

Director of Undergraduate Studies: ___________________________ Approval Date: ___________________________

Name of Trinity College sponsoring department: ___________________________
1. **Has this course been taught before?** (Please mark your response) YES ☐ NO ☐
   
   If yes, please list the most recent semester: ____________________________

2. **Have you taught a House Course before?** *(To be answered by each instructor).*
   
   If yes, please list the title of the House Course and the most recent semester.
   
   Instructor Name: ____________________________ YES ☐ NO ☐
   
   If so, please list which course and the most recent semester in which taught:
   
   ________________________________________________________________

   Instructor Name: ____________________________ YES ☐ NO ☐
   
   If so, please list which course and the most recent semester in which taught:
   
   ________________________________________________________________

   Instructor Name: ____________________________ YES ☐ NO ☐
   
   If so, please list which course and the most recent semester in which taught:
   
   ________________________________________________________________

3. **What is the maximum number of students that may enroll?** ________________

4. **Does this course include a FIELD TRIP or TRIPS?** YES ☐ NO ☐
   
   Please review House Course field trip requirements at [https://trinity.duke.edu/house-courses/faqs](https://trinity.duke.edu/house-courses/faqs)

5. **If the course includes field trip or trips, indicate its location:**
   
   City: ____________________________________ State: ____________________________
   
   - Field trip waiver forms must be completed for Durham field trips for which group transportation is provided for students and for any trips to locations beyond Durham.
   - For trips beyond Durham, **include documentation of secured funding sources** with your application.
   - Any field trips must be listed on the course’s syllabus.