

## 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](mailto: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):

Name (printed)	Duke Grad Date & degree:	Phone #	Email:	Signature
_____	_____	_____	_____	_____
Name (printed)	Duke Grad Date & degree:	Phone #	Email:	Signature
_____	_____	_____	_____	_____
Name (printed)	Duke Grad Date & degree:	Phone #	Email:	Signature
_____	_____	_____	_____	_____

### Trinity College Faculty Supervisor/Sponsor:

Name (Printed)	Official Faculty Title	Department
_____	_____	_____
Mailing Address	Phone	Email
_____	_____	_____
<p><b>I understand that in agreeing to serve as faculty supervisor I am confirming the following:</b></p> <p><i>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.</i></p> <p><b><u>Faculty who cannot make this commitment should not agree to serve as House Course supervisors.</u></b></p>		
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: _____	

## HOUSE COURSE APPLICATION FORM, CONTINUED

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>*

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.