

## HOUSE COURSE APPLICATION CHECKLIST

**USE THIS CHECKLIST TO HELP ENSURE THAT ALL REQUIRED APPLICATION COMPONENTS ARE INCLUDED BEFORE SUBMISSION. YOU DO NOT NEED TO SUBMIT THIS CHECKLIST WITH YOUR APPLICATION.**

**FOR FASTEST APPROVAL AND PROCESSING OF YOUR APPLICATION:** PLEASE COMBINE COMPLETED APPLICATION COMPONENTS EXCEPT FOR YOUR COURSE SYLLABUS AND SCAN THEM INTO ONE PDF DOCUMENT. SAVE COURSE SYLLABI AS SEPARATE FILE IN WORD DOCUMENT FORMAT. **SUBMIT COMBINED PDF OF COMPONENTS & SYLLABUS TO [COURSEREQUESTS@DUKE.EDU](mailto:courserequests@duke.edu).**

**REMINDER: APPLICATIONS MISSING COMPONENTS AND/OR LATE APPLICATIONS CANNOT BE ACCEPTED.**

Course Title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

House Courses - Application Forms Checklist	
<input type="checkbox"/>	<b>Completed and Signed Room Reservation Form</b> – make sure to include the name of sponsoring residence hall, obtain required signatures, and list location at which class will be held.
<input type="checkbox"/>	<b>Two signed letters of recommendation</b> from a Trinity professor (preferably at least one in a field related to the subject of the course) for <b>each instructor</b> ; one of these recommendations <b>must</b> be from the faculty sponsor. <i>Note: letters are not required for instructors who have taught House Courses previously.</i> Combined letters for instructors are acceptable.
<input type="checkbox"/>	<b>Name and signature of faculty sponsor</b> (for undergraduate instructors)
<input type="checkbox"/>	<b>Class Schedule:</b> day of the week, time, date of first class, and location at/on which class to be taught. <b>IMPORTANT:</b> These details may <b>not</b> be changed without prior approval of the Course Committee, so make certain of these before submitting application.
<input type="checkbox"/>	<b>Signature</b> of faculty sponsor's <b>Director of Undergraduate Studies.</b>
<input type="checkbox"/>	<b>Signature of faculty sponsor's departmental Chair</b> acknowledging House Course obligations.
<input type="checkbox"/>	For any <b>field trips outside Durham</b> , submit <b>documentation of secured funding sources.</b>
<input type="checkbox"/>	<b>Field Trip Waiver Form</b> (if applicable): These are required for any course with Durham field trips for which transportation is provided for students, or for any trips to areas beyond Durham. Please customize our waiver form template to match course information.
<input type="checkbox"/>	<b>Residential Space Confirmation Email</b> included with your application (obtained from Housing office during room reservation process).
<input type="checkbox"/>	<b>Completed syllabus***</b> for the course - must be included with application.
<input type="checkbox"/>	Current <b>resume for each instructor</b> – include with application.

\*\*\*Continue to page two for a checklist of required House Course syllabus information.

## HOUSE COURSE SYLLABUS REQUIREMENTS CHECKLIST

**IMPORTANT:** A course syllabus must be included with the application. Syllabi should follow the template available at <https://trinity.duke.edu/house-courses/how-to-apply>. The course subject must be treated in a critical, evaluative, historical, or analytical way; it must not be confined to teaching skills. **Once a House Course is approved, the syllabus may not be changed without permission of the Courses Committee.** If any revisions were required by the Courses Committee, the final syllabus must be emailed (in Word format) to [courserequests@duke.edu](mailto:courserequests@duke.edu). NOTE: Missing information from a syllabus can delay the processing of your request and/or affect approval of your House Course!

### REQUIRED HOUSE COURSE SYLLABUS ELEMENTS:

<input type="checkbox"/>	<b>Brief description of course.</b>
<input type="checkbox"/>	<b>Identification of dates of classes the faculty sponsor will attend throughout</b> semester (three classes minimum), including first attendance during weeks 1-3.
<input type="checkbox"/>	<b>Schedule of course meetings</b> (include dates).
<input type="checkbox"/>	<b>Description of each class session</b> (topics to be covered).
<input type="checkbox"/>	<b>Page references for all required readings</b> listed for each class meeting, including books.
<input type="checkbox"/>	<b>Total number of pages of reading required each week</b> (50 pages per week minimum)
<input type="checkbox"/>	<b>Prompts</b> for required written assignments.
<input type="checkbox"/>	<b>Outside speaker names and credentials.</b>
<input type="checkbox"/>	<b>Basis for grading.</b> (House Courses are graded on S/U basis).
<input type="checkbox"/>	<b>Inclusion of these two required statements:</b> 1) "A grade of satisfactory in this course requires satisfactory completion of all assignments of this course including written and oral assignments, attendance." (also, mention any additional requirements that the grade will be based upon, for example, class participation). 2) "Students are required to attend at least 11 classes to receive a passing grade."

Please contact the Courses Committee with questions at [courserequests@duke.edu](mailto:courserequests@duke.edu).

We are happy to review syllabi prior to submission to share feedback!