**Intent to Propose a BIST Course**

Thank you for considering proposing a BIST course for summer 2021! Completing this form is the first step in the process of proposing and is meant to be short and easy. It serves to give notice to your Division Chair, the Office Academic Affairs, and the Center for International Education as to who is thinking about proposing a BIST course.

Please read the “BIST Proposal Guidelines for Summer 2021” and the “BIST Instructors Handbook” carefully before completing this form. Also, please check with your Department Chair and your Division Chair, to ensure that teaching a BIST course in summer 2021 will fit within your normal teaching load for the 2020-21 academic year. Then, respond to the following questions and paste them in an email to Susan Vaughn as early as possible, but no later than December 13, 2019.

1. Who is your intended co-instructor?

(If you would like to explore teaching a BIST course, but do not have possible co-instructor in mind, please write “open to suggestions”)

2. What is the intended location for the course?

3. What is the intended topic of the course?

4. Is your Department Chair supportive of you teaching a BIST course?

5. Has your Department Chair indicated that your teaching a BIST course summer

 2021 can fit within your normal teaching load?

6. Is your Division Chair supportive of you teaching a BIST course?

7. Has your Division Chair indicated that your teaching a BIST course in summer

2021 can fit within your normal teaching load?