

## UMCES Intent to Teach Form

Digital Version found [here](#).

**THIS FORM MUST BE SUBMITTED EVERY TIME A COURSE IS TAUGHT. To be submitted to the UMCES PCC ([UMCESPCC@umces.edu](mailto:UMCESPCC@umces.edu)) by December 1 for Fall semester of the following year, or by May 1 for Spring semester of the following year.**

Please answer any of the following questions that apply:

1. Course Name and Number:
  
  
  
  
  
  
  
  
  
  
2. What type of course is this? Please check only 1 box.
  - A continued course offering with NO syllabus modifications.
  
  - A continued course offering with syllabus modifications (please briefly note the nature of the modifications under item 7 below). Submit your modified syllabus using the syllabus template.
  
  - A NEW course offering. Complete and attach the New Course Proposal form and a draft course syllabus created using the UMCES syllabus template.
  
3. Please list course Instructors, including lead instructor. Enter “no change” if same as previous.
  
  
  
  
  
  
  
  
  
  
4. Preferred days and times of the week. If you were happy with the schedule last time you taught, indicate “no change” under first choice but please offer alternatives under second and third choices. Please refer to the course guidance document for advice on scheduling. You will be contacted for your approval if any schedule changes are necessary.

First choice: \_\_\_\_\_

Second choice: \_\_\_\_\_

Third choice: \_\_\_\_\_
  
5. Will you be (co-)teaching any other courses in the same semester? If so, please list them:
  
  
  
  
  
  
  
  
  
  
6. Are there any other courses with which you would like to avoid overlap? If so, please list them:

7. Does your class have specific room or IT requirements?
  
8. Are there any other course issues, potential conflicts, or comments you want to communicate to us? This includes if there is the potential for you to be on sabbatical when the course is typically taught. Please briefly note the nature of any course modifications here as well.

**THANK YOU!**