

PLU professional development opportunity for
faculty/staff/administrators that wish to assist with a J-Term course.

Endorsement Cover Page to accompany Letters of Interest

Please complete this form if you would like to apply to be a program assistant for a J-Term Off-Campus course. First initiate a conversation with your department Chair or Director/Supervisor to express your interest, as all applications must be endorsed—for faculty, by your department Chair and Dean and for staff/administrators, by your Director/Supervisor and the responsible Vice-President. The Dean or Vice-President will forward your Letter of Interest with the signed Endorsement Cover Page to Megan Grover in the Wang Center by **April 18, 2016**. Program assistants are selected based on the need of a particular course, the relevance of participation to advancing the university’s global education goals, and confirmed student enrollment for the course. The selection process can take a few months.

Submitted by:

Applicant’s Name (please print)

Department, Campus Phone

[Faculty Applicants]

Endorsed by:

_____ *Please attach a separate page listing any comments.
Chair Signature **Date**

_____ **Dean Signature** **Date**

[Staff/Administrator Applicants]

Endorsed by:

_____ *Please attach a separate page listing any comments.
Director/Supervisor Signature **Date**

_____ **Responsible Vice-President/Dean Signature** **Date**