CALL FOR WINTER INTERSESSION COURSES

WINTER INTERSESSION 2019

Thursday, January 3 - Wednesday, January 16

WINTER INTERSESSION COURSE PROPOSAL
Deadline is Monday, September 17, 2018

The School of Extended & International Education’s Winter Intersession 2019 courses will be offered to matriculated SSU students and non-matriculated students (including students from other colleges/universities and junior college students). These include internships, special topics, online, and hybrid courses.

PROPOSAL PROCESS

Intersession course proposal forms may be submitted electronically (via email) or to the main office of the School of Extended and International Education (SEIE), and are due by Monday, September 17, 2018. All proposals must be approved by the Department Chair and the appropriate School Dean. SEIE accepts approvals by signature or via email, however review and approval processes vary by academic school. Please check with your Department Chair and/or Dean to confirm the approval process for your department. Intersession Course Proposal forms can be found at www.sonoma.edu/exed under “Propose a Course/Program”. Course information will be available for faculty review in early October. Faculty contracts will be sent out by November 30. For more information, contact Julie Shell at 707-664-2396 or julie.shell@sonoma.edu.

FACULTY PAY AND ENROLLMENT CAPS — There are some important changes this year*

Faculty may teach up to 5 units during Winter Intersession.

Intersession is programmed in Special Sessions. All instructors will be compensated according to the maximum range on the 2322 faculty pay scale (by enrollment), with maximum regular compensation for 25 students. Additional compensation will be automatically calculated for final enrollments in excess of 25 students, with maximum compensation at 48 students. Please be sure to set an enrollment cap on your proposal. Classes without an identified cap will be defaulted to 25.

For more information on the Faculty Salary Schedule, visit www.calstate.edu/hradm/salaryschedule/SalaryDocs.aspx

Generally, instructors are expected to teach classes with 12 or more enrollments, except under extraordinary circumstances. Classes with fewer than 12 enrollments may be canceled for low enrollment at the discretion of the instructor. Please be sure to set an enrollment minimum on your proposal. Classes will not be automatically canceled for low enrollment without a minimum identified in advance. No classes will be canceled after December 14 in order to protect the students who have made their plans and enrolled.

Intersession paychecks will be issued mid-February.

SCHEDULING

January 3 - 16: 10 Instructional Days (Monday – Friday)

SCHEDULING FORMAT — There are a few changes this year*

Intersession classes run Monday through Friday, and can be on-campus, hybrid, or fully online, with 15 hours of classroom time and/or online instructional content required for each academic unit in lecture/discussion courses. Lab and activity courses require additional hours.

• 3 unit classes require 4 hours, 20 minutes daily
• 4 unit classes require 5 hours, 50 minutes daily
Due to calendar constraints, please note that **Intersession classes will only have 10 MEETING DAYS** in 2019, resulting in **30 minutes more** of content required per day than in some previous years. In order to accommodate this additional time, you do have the option of scheduling a split meeting with a lunch break, if desired.

**Please note:** Classes scheduled as hybrid or fully-online **must be approved for that delivery mode in the SSU catalog**. Please see the SSU catalog to confirm that your class is approved for the delivery mode you’ve proposed. If it has not been approved for that delivery mode, please consult with your department about submitting a Master Course Catalog Change Form. In order to be reviewed in time for an Intersession class, **EPC must receive MCCCCFs no later than September 7, 2018.**

Please direct any questions to Julie Shell at julie.shell@sonoma.edu or 707-664-2396

**CLASSROOMS AND CLASSROOM TECHNOLOGY**

If you have a preference, please be sure to request a classroom or building, or indicate which features are important to you for your classroom. This will assist us in choosing a room for you if your first choice classroom is not available.

All campus classrooms are now tech rooms. Some classrooms have a data projector, wifi, computer, VCR, and DVD player; and some have a hookup for a laptop computer to connect to a data projector and wifi. If you request a smart classroom, please be sure to indicate in the classroom request section on the proposal form what technology you will need, and if you would prefer to use your own laptop computer. If you will be using your own Mac laptop, you will need to bring your own cable to connect to the classroom technology. The IT Help Desk does not have Mac connector cables.

All campus classrooms are locked rooms. If you do not have a key to your room already, you will need to come to the SEIE office (Stevenson 1012) and pick up a key request form to take to Seawolf Services for a key. Even if you are accustomed to a room being open during Fall and Spring, it will be locked during Intersession. SEIE does not have room keys, and Police Services are only available to unlock classrooms as a last resort.

**REQUESTING A TA OR GRADER**

Due to the restraints of the hiring process, we are not able to accommodate late requests to add a TA, ISA, or grader for a course. If you will need a TA, ISA, or grader for your class, please be sure to complete the Guest Speakers and Teaching Assistants section of the course proposal. We will not be able to approve requests made after November 30.

**CLASS REQUISITES**

Intersession courses are scheduled with the standard SSU pre-requisites listed in the University catalog unless a specific request is made to modify those requisites. Please indicate in the **Course Information** section of the proposal form if you would like to waive some or all of the requisites for your course. Pre-requisite waivers are subject to the approval of your Department Chair and Dean.

**ENROLLMENT AND FEES**

Enrollment and payment for these courses will be handled through SEIE. Fees for all courses offered through SEIE are in addition to the regular fees charged for university courses. Registration begins online Monday, October 15, 2018 via MySSU for matriculated students and through the SEIE Office for non-matriculated students.

We look forward to working with you!