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Call for School of Extended Education  
Summer 2010 Special Sessions Classes

# Summer 2010

**Monday, June 7 - Thursday, August 19**

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**Summer Session Proposal**  
***deadline is Friday, December 4, 2009***

The School of Extended Education's Summer Session 2010 University courses will be offered to continuing SSU students and those students admitted to the University for Fall 2009 through the SSU Admission and Records' office. These include internships, special topics, online and hybrid classes.

Faculty teaching these courses will be paid according to the 2357 special sessions salary schedule. Enrollment and payment for these courses will be handled through Extended Education. Fees for all courses offered through Extended Education are in addition to the regular fees charged for university courses. Registration begins online in mid-March.

Faculty interested in teaching Special Session courses should complete the attached course proposal, obtaining department Chair and Dean approval. Please return it to Barbara Brooks, Academic Program Manager, Stevenson 1012. A "Help in Scheduling" format is included with the proposal form. If you have additional questions about Special Session courses, please call x42691.

*Summer Session proposals will be accepted through Friday, **December 4, 2009.***



# Summer Special Session Course Proposal

School of Extended Education • 1801 E. Cotati Ave • Rohnert Park • CA 94928 • (707) 664-2394  
Stevenson Hall Room 1012 • Barbara Brooks, Academic Program Manager (707) 664-2691

## Instructor Data

Name of Instructor: \_\_\_\_\_ Last 4 Digits SSN: \_\_\_\_\_ Empl ID: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Birth Date (day/month): \_\_\_\_\_

Are you SSU tenure-track?  Yes  No Highest academic degree earned: \_\_\_\_\_

### If you answered "No" to tenure track:

Are you currently, or have you ever been employed by SSU? Faculty  Yes  No Staff  Yes  No

Please include a current resume or cv if you are **not** tenure-track.

**If you answered "Yes" to being employed by SSU:** SSU Faculty Rank: \_\_\_\_\_

If you need a room for advising or office hours, please advise department chair: **If co-teaching:** Second instructor must complete a separate course proposal form.

Course Title from SSU Catalog: \_\_\_\_\_

Course Department and Number: \_\_\_\_\_

Course Description: Attach course description if it is not already in the 2008-2010 University Catalog.

If you are proposing a "Special Topics" course, please attach the specific course description with this proposal form.

Room Request: \_\_\_\_\_ Estimated Enrollment: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Check box if course carries WTU's (weighted teaching units)

## Scheduling Information • Summer 2010

**Please check one:** 15 hours per unit. Please avoid Fridays if at all possible.

### 3-week sessions

- Monday, June 7 - Thursday, June 24
- Tuesday, July 6 - Thursday, July 22
- Monday, August 2 - Thursday, August 19

### 4-week sessions

- Monday, June 7 - Thursday, July 1
- Tuesday, July 6 - Thursday, July 29

**Meeting Dates** \_\_\_\_\_

**Days of the Week** \_\_\_\_\_

**Time** \_\_\_\_\_

**Number of Meetings** \_\_\_\_\_

**Academic Units** \_\_\_\_\_

# Help in Scheduling Summer 2010

**Scheduling Blocks:** No matter the length of time a class meets, it must be scheduled **within** the following modules

■ **Morning** Between 8:30am-12:50pm    ■ **Afternoon** Between 1:00pm-5:50pm    ■ **Evening** Between 6:00pm-10:00pm

## Days of the Week:

■ 4 days/week: M-Th    ■ 3 days/week: MTTh or MWTh    ■ 2 days/week: TTh or MW

**Summer School begins on Tuesday, June 1. Monday, July 5 is a holiday.**

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## Scheduling Formats

(you must schedule your course within sessions)

### 3-Week Sessions

**(June 7 - 24 • July 6 - 22 • August 2 - 19)**

#### 3-unit courses (15 hours/week):

4 days/week:	11 meetings	4 hours/day
	12 meetings	3 hours, 45 min/day

*Note: 15 hours are required for each academic unit for lecture-discussion courses. Lab and activity courses require additional hours.*

### 4-Week Sessions (June 7 - July 1 • July 6 - 29)

#### 4-unit courses only:

3 days/week:	11 meetings	4 hours/day (plus 2 Sat. of 8 hrs.)
	12 meetings	5 hours/day
4 days/week:	15 meetings	4 hours/day
	16 meetings	3 hours, 45 min/day

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## Signatures

Instructor's Signature \_\_\_\_\_

Chair's Signature \_\_\_\_\_

Dean's Signature \_\_\_\_\_

*This signature constitutes approval of the above proposal*

**Non-faculty** employees need signature of his/her appropriate administrator.

## Computer Usage

### All new instructors using Computer Labs are required to attend a lab orientation meeting.

Computer labs will be open only at times they have been specifically scheduled. If "open lab" students access hours are required, you are responsible for checking out lab keys from Extended Education and opening and closing the labs. Open lab hours must be requested at the time you make your proposal.

Open lab Hours: date \_\_\_\_\_ time: \_\_\_\_\_

Class lab Hours: date \_\_\_\_\_ time: \_\_\_\_\_

Lab preference: \_\_\_\_\_

Software needed in the lab: \_\_\_\_\_

Hardware needed in the lab: \_\_\_\_\_

- I will rely solely on University owned software and hardware.
- I will provide my own software. I own \_\_\_\_\_ copies of this software.
- I will obtain publisher's permission to use software for this course (a letter from the publisher is required and must be received by Extended Education at least two weeks

## Audio Visual Request

Type of equipment needed \_\_\_\_\_

Dates and times AV is needed \_\_\_\_\_

## Publicity

I will be creating a publicity flyer?  Yes  No

All special publicity must be indicated on proposal form. A template for flyers is provided by this office and reviewed by Barbara Brooks prior to dissemination. For suggestions on effective marketing strategies, contact Barbara 707/664-2691.

## Book Orders

Book orders should be submitted directly to the Bookstore 90 days before the first class meeting.

## Budget Information

Please complete the following items. Instructional expenses authorized at the time your proposal is submitted is the only expenses honored by Extended Education.

### Photocopying

- I would like Extended Education to duplicate my non-copyrighted materials. The number of copies per student is: \_\_\_\_\_ (an additional fee will be assessed if copies exceed **20 pages per student**).
- I will have my non-copyrighted materials duplicated off campus and will submit an invoice with original receipts immediately after the last class session for reimbursement. Number of copies: \_\_\_\_\_. (We need this number now).
- My materials packet includes copyrighted materials: number of copies per student \_\_\_\_\_. These will be submitted to Extended Education **90 days** before the class begins and will be available for purchase in the SSU Bookstore.
- My class requires other materials that I will supply; art supplies, video tapes, computer disks). Please list the materials required and the amount:

Item \_\_\_\_\_ \$ \_\_\_\_\_

Item \_\_\_\_\_ \$ \_\_\_\_\_

Receipts for these materials must be submitted as soon as the class is over including a vendor name, the total not to exceed above amount. You may also have a materials list sent to students so that they may purchase them prior to class. This should be submitted by **30 days before class begins**.

- I will need course development assistance for WebCT

### Additional Expenses.

Please list any other items that will impact the course budget, and fees charged to students, such as paid guest speakers, facility rental, paid ads, etc. These expenses will be added to the course fee.

### Paid Guest Speaker(s)

Name(s): \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_ Honorarium: \$ \_\_\_\_\_

**Other:** Please list the item and the amount:

Item \_\_\_\_\_ \$ \_\_\_\_\_

Item \_\_\_\_\_ \$ \_\_\_\_\_

**Field Trips:** an alternative carpooling arrangement saves students extra fees.

Please list your destination and, if any, the admission fee (are students responsible for this at the door?)

Destination \_\_\_\_\_

Date \_\_\_\_\_ Fee \$ \_\_\_\_\_