CALL FOR SUMMER SESSION COURSES

SUMMER SESSION 2017
MAY 30 - AUGUST 18

SUMMER SESSION COURSE PROPOSAL
DEADLINE IS FRIDAY, JANUARY 27, 2017

The School of Extended & International Education’s Summer Session 2017 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

Summer Session course proposal forms may be submitted electronically (via email) or to the Office of the School of Extended and International Education (SEIE), and are due by Friday, January 27, 2017. All proposals must be approved by the Department Chair and 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. Summer Session 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 late February. Faculty contracts will be sent out mid-April. For more information, contact Julie Shell at 707-664-2396 or julie.shell@sonoma.edu.

FACULTY PAY

Summer Session is programmed using the 1/30th faculty pay scale. Generally, faculty are expected to teach the same number of students for a given course as they would be during the fall and spring terms. Although every reasonable effort will be made to serve the campus community, under-enrolled courses are subject to cancellation. SEIE is a self-support unit, and is required to be fiscally responsible and cover the cost of our staff’s efforts in managing the Summer term for the University. For more information on the Faculty Salary Schedule, please visit www.calstate.edu/HRAdm/SalarySchedule/salary.aspx.

SCHEDULING

For the 2017 Summer Session, SEIE will offer one 12-week session and three 4-week sessions. Courses scheduled in a 4-week session must start on the first day of the session. All courses must be scheduled within a set of session dates. Courses of any length that cross 4-week session dates will be scheduled in the 12-week session.

12-WEEK SESSION: May 30 - August 18
4-WEEK SESSION I: May 30 - June 22 (Classes begin Tuesday, May 30)
4-WEEK SESSION II: June 26 - July 20 (No classes July 4)
4-WEEK SESSION III: July 24 - August 17

SCHEDULING FORMAT

The recommended meeting pattern for 4-week sessions is M-TH. For hybrid courses, we strongly recommend holding on-campus class meetings M-TH. 15 hours of classroom time and/or online instructional content are required for each academic unit for lecture/discussion courses. Lab and activity courses require additional hours.

In order to best utilize our classroom resources, please schedule your classroom hours within the following blocks of time:

• Morning: 8am - 12pm
• Afternoon: 12pm - 5pm
• Evening: 5pm - 10pm
4-WEEK SESSIONS I & II
15 days instruction: M - Th (recommended)
• 3 units/45 hours: 2 hours + 50 min/day
• 4 units/60 hours: 3 hours + 50 min/day

4-WEEK SESSIONS III
16 days instruction: M - Th (recommended)
• 3 units/45 hours: 2 hours + 40 min/day
• 4 units/60 hours: 3 hours + 40 min/day

12-WEEK SESSION
Classes of any length (up to 12 weeks) may be scheduled in the 12-week session so long as they meet the requirement for 15 hours of classroom time and/or online instructional content for each academic unit for lecture/discussion courses. Lab and activity courses require additional hours. 12-week session classes must be scheduled within the session dates, but do not need to begin on the first day of the session.

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

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 Friday, March 10 via MySSU for matriculated students and through the SEIE Office for non-matriculated students.

We look forward to working with you!