CALL FOR SUMMER SESSION COURSES

SUMMER SESSION 2016
MAY 31 - AUGUST 19

SUMMER SESSION COURSE PROPOSAL
DEADLINE IS FRIDAY, JANUARY 22, 2016

The School of Extended & International Education’s Summer Session 2016 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 22, 2016. All proposals must be approved by the Department Chair and appropriate School Dean; approvals may be by signature or via email. 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 2016 Summer Session, SEIE will offer one 12-week session and three 4-week sessions. You must schedule your course within the session dates.

12-WEEK SESSION: May 31 - August 19
4-WEEK SESSION 1: May 31 - June 23 (Classes begin Tuesday, May 31)
4-WEEK SESSION 11: June 27 - July 21 (No classes July 4)
4-WEEK SESSION 1II: July 25 - August 18

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.

A significant number of classrooms will be unavailable this summer due to scheduled tech upgrades. In order to best utilize the available rooms, we ask you 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
15 hours of classroom time and/or online instructional content are required for each academic unit or lecture/discussion courses. Lab and activity courses require additional hours.

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 11 via MySSU for matriculated students and through the SEIE Office for non-matriculated students.

We look forward to working with you!