

College of Arts and Sciences

Technical Guide to Summer Term 2013

Scheduling

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Introduction

Preface

This document is a guide to help departments understand the procedures and policies related to Summer term in the College of Arts and Sciences. It draws from existing CAS and UO processes and summarizes their application during Summer term. Any omissions, errors, or lack of clarity should be brought to the attention of the CAS Summer Term Coordinator Anna Puhn (apuhn@uoregon.edu or 6-4441).

Important Dates and Deadlines for Summer Planning

November 9	Summer Term Planner open to departments Departments begin entering course offerings and instructor/salary information. Contact Anna Puhn in the Dean's Office for assistance (apuhn@uoregon.edu, 6-4441).
November 9 – December 14	One-on-One Meetings and Support CAS staff available for one-on-one support for Summer Term Planner application and Summer policies. Contact Anna Puhn to schedule. We will also offer two group training/refreshers sessions (see below).
November 19, 10:30 – 12:00 November 21, 10:30 – 12:00	Training Sessions with Supported Data Entry CAS staff offering Summer overview presentation. RSVP for one of these sessions using the Doodle poll link you received via email.
December 14, 5:00 PM	Summer Term Planner closed to departments Deadline to enter Summer course offerings and instructor information for CAS approval.
February 11- 15	Departments make changes to Summer schedule on CMF or email Departments will verify that course schedules have been entered correctly, and make any corrections, changes or updates. Any changes that affect budget (instructor/salaries, course additions and cancelations) need to come through the Dean's Office.
February 25 – March 6	Departments review schedule summary. Minor corrections only. Send minor corrections only, directly to RO (these should not affect budget).
March 8, 2013	Deadline to submit summer unclassified RTOs to the Dean's Office (department close and send hard copy) Summer class schedule goes online
April 5 , 2013	Priority deadline to send all GTF information to Anna Puhn in the Dean's Office

	For each GTF: Course assignment w/CRN, name, UO ID, GTF level, base rate, FTE (if you didn't have this information during planner data entry). This deadline will help us make the Graduate School's deadline.
April 12, 2013	Dean's Office sends GTF contracts and PRFs to departments. Departments begin gathering signatures.
April 26, 2013	Signed GTF contracts and PRFs due to Anna Puhn in Dean's Office
May 6 – 10, 2013	Summer registration begins
June 24, 2013	Summer 2013 classes begin

Dean's Office Contacts

Please contact Anna Puhn (apuhn@uoregon.edu; 6-4441) or Sherri Nelson (sherrin@uoregon.edu; 6-8196) when you have questions about CAS Summer Term policies or procedures.

Course Scheduling

Parts of term

In order to offer students coherent and consistent class schedules throughout the summer, classes should share common start and end dates. To this end, summer term is divided into *parts of term* during which classes are typically offered in 4-, 8-, or 11- week sessions. The table below lists the standard parts of term for Summer 2013.

Part of Term	Dates
Session 1 (8 weeks)	6/24 through 8/14 (final exams 8/15 and 8/16)
Session 1.1 (4 weeks)	6/24 through 7/19
Session 1.2 (4 weeks)	7/22 through 8/14 (final exams 8/15 and 8/16)
Session 2 (3 weeks)	8/19 through 9/6
Session L (11 weeks)	6/24 through 9/6

Courses offered in parts of term other than those listed above will be reviewed by the Associate Dean for Undergraduate Education, Ian McNeely, and will be approved only in exceptional circumstances (even if approved last year). If your department plans to offer one or more classes during a non-standard part of term, please make an effort to notify the Dean's Office with as much time as possible before the December 14th deadline. This will allow you time to make changes if necessary.

Credit Hours and Student Engagement

University guidelines regarding the relationship between a course's *student engagement hours* and the number of credits the course bears are in effect for Summer term.

Appendix A provides expectations for hours of undergraduate student engagement during the summer, given a course's credit hours and length in weeks. Exceptions require special justification, to be noted in the Summer Term Planner application and approved by Ian McNeely.

Submitting the Summer Course Schedule to CAS

Departments submit Summer Term course schedules to CAS for approval using the online Summer Term Planner tool. The Summer Term Planner was designed to mirror the Banner scheduling forms departments use for academic year scheduling. Course schedules must be entered by **5:00 PM on December 14**, at which point department access to the Summer Term Planner will close. CAS will review

and approve departments' course schedules and instructor assignments before sending the information to the Office of the Registrar.

Accessing the Summer Term Planner

The Summer Term Planner is located in CASweb. Navigate to Summer → Summer Term Planner. You will log in using your DuckID and associated password. Please verify that you have access to the correct department(s); if not, please contact Anna Puhn in the Dean's Office.

Help with Summer Term Planner

The Resources page of the Summer Term Planner contains a Summer Term Planner User's Guide and other resources to help you with Summer planning. The User's Guide contains step-by-step instructions for entering your scheduling information.

If you need assistance entering information in the Summer Term Planner, please do not hesitate to contact Anna Puhn in the Dean's Office (apuhn@uoregon.edu, 6-4441). You may also attend a group training, or schedule a time for one-on-one support. Don't wait until you are frustrated! We are here to help.

Appendix A: Expected Student Engagement Hours

Class Credit Hours	Length of Class	Expected Classroom Contact Hours Per Week	Expected Out of Class Hours Per Week	Total Hours of Engagement
1	1 week	10	20	30
1	2 weeks	5	10	30
1	3 weeks	3.33	6.66	30
1	4 weeks	2.5	5	30
1	Weekend	10	20**	30
2	1 week	20	40**	60
2	2 weeks	10	20	60
2	3 weeks	6.66	13.33	60
2	4 weeks	5	10	60
3	2 weeks	15	30	90
3	3 weeks	10	20	90
3	4 weeks	7.5	15	90
4	2 weeks	20	40**	120
4	3 weeks	13.33	26.66	120
4	4 weeks	10	20	120
4	2 weeks	15	45**	120
4	3 weeks	10	30	120

**Out-of-class engagement (WEB) hours must be scheduled beyond the scheduled meeting time of the class. For example, a one-credit weekend class must list WEB hours for at least the week following the class.