2016 SUMMER SESSION DATES AND NOTES

Please contact the Office of Continuing Education & Summer Sessions with any questions regarding this information.

Short Term Session: May 16 - June 3 (three weeks)
- Classes will need to meet 2.75 hours a day- Monday-Friday except 5/23 (college is closed for Memorial Day) or for a total of 2,250 minutes
- Any student registering for a short term and a Session I course needs overload permission form signed and turned into 135 Netzer, no later than Monday, May 16th.

Summer Session I: Tuesday, May 24 – Friday, June 24 (five weeks)
- 4 s.h. courses must utilize the Monday-Friday schedule and meet 2 hours 5 minutes per day; because of the holiday, the first class meets on Tuesday; final exams are on Friday, June 24.
- Final grades are due online no later than Monday, June 27.
- Any student registering for a short term and a Session I course needs overload permission form signed and turned into 135 Netzer, no later than Monday, May 16th.

Summer Session II: Tuesday, July 5 – Friday, August 5 (five weeks)
- Normally, 3 s.h. classes are scheduled Monday-Thursday (2 hrs); because of the holiday, the first class meets on Tuesday (no need for Friday class in first week we have built in the extra time); final exams are on Thursday, June 23.
- Final exams are on Thursday, August 4
- 4 s.h. courses must utilize the Monday-Friday schedule and meet 2 hours 5 minutes per day – Final exam 8/5
- Final grades are due online no later than Monday, August 8.

Full Term (term 1): Monday, May 16 – Friday, August 12 (thirteen weeks)
- Internships should use this part of term, even though the internship start and end dates vary. Internship supervisors should work with their students to set start dates and assignment due dates appropriate to the individual internship, within this time frame. Please remember that internships cannot start before May 16 and cannot end after August 12. Add/drop dates and tuition liability will be based on actual dates of internship.
- Final grades are due online no later than Monday, August 15th

Scheduling Information

DAY CLASS TIME PATTERNS- Monday – Thursday: 3 credit courses
S1  8:00am – 10:00am
S2  10:15am – 12:15pm
S3  12:30pm – 2:30pm
S4  2:45pm – 4:45pm
**DAY CLASS TIME PATTERNS**: Monday – Friday: 4 credit courses

- **S5**: 8:00am – 10:05 am
- **S6**: 10:15am – 12:20pm
- **S7**: 12:30pm – 2:35pm
- **SA**: 2:45pm – 4:45pm

**EVENING CLASS TIME PATTERNS: 3 credit courses**

- **S8**: MTWR 5:00 – 7:00pm (2 hrs)
- **S9**: MWR 5:00 – 7:30pm (2 ½ hrs)
- **SØ**: TR 5:00 - 8:45pm (3 ¾ hrs)

**MINIMUM LENGTH OF LECTURE COURSES**

- 1 s.h. course = 750 minutes
- 2 s.h. course = 1,500 minutes
- 3 s.h. course = 2,250 minutes
- 4 s.h. course = 3,000 minutes

**MINIMUM LENGTH LECTURE WITH LAB COURSES**

- 3 credit = 2 s.h. lecture (1,500 min) + 1 s.h. lab (1,350 min)
- 4 credit= 3 s.h. lecture (2,250 min) + 1 s.h. lab (1,350 min)

**BUILDING AVAILABILITY**: Leave room blank. Specify preference, if any, on form.

- Chase Physical Education, Fitzelle, Human Ecology, Schumacher, Fine Arts, Science One (no classes Lecture Hall, Room 121)
- PLEASE DISTRIBUTE CLASS OFFERINGS THROUGHOUT THE TIME PATTERNS

**SUMMER SESSION COURSE TYPES AND PAY SCHEDULE**

**Traditional Scheduled Course**: This is a course that is in the summer schedule of classes, taught either on-line or in the classroom and if minimum enrollment is met, will pay full salary based on faculty status, either full-time or adjunct.

**Minimum enrollment** requirement is: 10 students for undergraduate courses; 10 students for graduate courses

**Full salary is:**

<table>
<thead>
<tr>
<th></th>
<th>3 s.h. course</th>
<th>4 s.h. course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time undergraduate teaching faculty</td>
<td>$ 2,750</td>
<td>$ 3,667</td>
</tr>
<tr>
<td>Adjunct</td>
<td>2,500</td>
<td>3,333</td>
</tr>
</tbody>
</table>

*Faculty teaching graduate level courses should consult the Director of Continuing Education for salary.

**Under Enrolled Traditional Course**: This is a course that is in the summer schedule of classes, taught either on-line or in the classroom that did not meet minimum enrollment to run at full salary. In this case the Director and the Dean, in
consultation with the department chair and the faculty member and department chair have agreed to run the course as a traditional scheduled course but with the faculty salary being $100 per credit, per student up to base salary.

**Online Instruction Type (use to determine which best describes your course for scheduling form purposes):**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not online</td>
<td>No direct instruction delivered online</td>
</tr>
<tr>
<td>2</td>
<td>Asynchronous online</td>
<td>Direct instruction occurs under time delay; that is, direct instruction is recorded/stored and accessed later</td>
</tr>
<tr>
<td>3</td>
<td>Synchronous online</td>
<td>Direct instruction occurs in real time without (time) delay (list times on form)</td>
</tr>
<tr>
<td>4</td>
<td>Combined online</td>
<td>Direct instructed combines both Synchronous and Asynchronous type (list times on form)</td>
</tr>
<tr>
<td>5</td>
<td>Hybrid</td>
<td>Direct instruction is delivered both online and in a classroom (include classroom dates on form)</td>
</tr>
</tbody>
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**Independent Study:** The purpose of independent study is to allow a student, under the guidance of a faculty member, to pursue a project that does not fit within the framework of a regular course offering. It is intended to be a truly independent project of a special nature that may carry from one to six semester hours. Students interested in independent study should realize that it is a rigorous intellectual exercise that requires more self-discipline than the ordinary course. The instructor’s role is one of adviser, consultant, and evaluator. Independent study is not designed for small or large group instruction. Students and instructors with group projects should develop them as Special Topics Courses. [http://www.oneonta.edu/collegehandbook/independent-study--undergraduate-students.asp](http://www.oneonta.edu/collegehandbook/independent-study--undergraduate-students.asp)

The salary for an independent study is $100 per credit.

**Individual Course Enrollment:**

Matriculated undergraduate and graduate students may request course enrollment on an individual basis in a course that is a regular course offering of the College but is not offered during the desired semester. It is the student’s responsibility to request such a registration and secure an instructor who will sponsor it. However, the College is not obligated to provide course registration through this method, nor is a course instructor obligated to sponsor it. The Individual Course Enrollment form is available on line at: [http://www.oneonta.edu/admin/registrar/pages/faculty_forms.asp](http://www.oneonta.edu/admin/registrar/pages/faculty_forms.asp)

The salary for an individual course enrollment is $100 per credit.

**Internship:** Departments may choose to sponsor internships during the summer session. Internship supervisors should work with their students to set start dates and assignment due dates, appropriate to the individual internship, within this time frame. Please remember that internships cannot start before May 18 and cannot end after August 7. The salary schedule is as follows:

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Tenure Track</th>
<th>Adjuncts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 25 s.h.</td>
<td>$100/s.h.</td>
<td>$100/s.h.</td>
</tr>
<tr>
<td>26 s.h. up to 20 students</td>
<td>$2,750</td>
<td>$2,500</td>
</tr>
<tr>
<td>(no matter the # of s.h.)</td>
<td>$3,450</td>
<td>$3,125</td>
</tr>
<tr>
<td>21-25 students</td>
<td>$4,150</td>
<td>$3,750</td>
</tr>
<tr>
<td>25-30 students</td>
<td>$4,850</td>
<td>$4,375</td>
</tr>
<tr>
<td>31-39 students</td>
<td>$5,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>40 students (equiv to 2 sections)</td>
<td>$6,200</td>
<td>$5,625</td>
</tr>
<tr>
<td>41-45 students</td>
<td>$6,900</td>
<td>$6,250</td>
</tr>
<tr>
<td>46-50 students</td>
<td>$7,600</td>
<td>$6,875</td>
</tr>
<tr>
<td>51-59 students</td>
<td>$8,250</td>
<td>$7,500</td>
</tr>
<tr>
<td>60 students (equiv to 3 sections)</td>
<td>$8,900</td>
<td>$8,125</td>
</tr>
</tbody>
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