

ACADEMIC & SPECIAL SESSIONS COURSE PROPOSAL FORM

INTERSESSION 2021 (JANUARY 5-20)

DEPT. # _____

FACULTY _____

Please fill out the entire form before submitting to the School of Extended and International Education (SEIE). All proposals must be approved by the Department Chair(s) and Dean of the appropriate School(s). Attach extra sheets as necessary.

COURSE INFORMATION

Dept. # (i.e. BUS 800) _____ Cross-listed Dept. # _____ Units _____ GE Area _____

Course Title (university catalog title) _____

Enrollment: Max _____ Min _____

FORMAT:

All Intercession 2021 classes will be offered fully online.

Synchronous Asynchronous

Is this class approved for the proposed format? Y N

If no, has an MCCCCF been submitted for approval? Y N

This course has: (check all that apply)

Synchronous Online Meeting M T W Th F
 Dates _____
 Times _____

Asynchronous Instructional Hours

Classes scheduled as fully-online must be approved for that delivery mode in the SSU catalog. Curriculum Revision Forms must be completed in Curriculog and submitted for review by EPC at their September 29, 2020 meeting in order to be considered for Intercession 2021 courses.

PRE-REQUISITES:

Use standard pre-requisites Waive all pre-requisites Other _____

INSTRUCTOR DATA

New to SSU New to SEIE Repeat Faculty (semester last taught) _____

Name _____ Empl ID# _____ SSN (last 4 digits) _____

Rank _____ Highest Degree _____

Home Address _____

Preferred Email _____ Preferred Phone _____

CO-INSTRUCTOR DATA

New to SSU New to SEIE Repeat Faculty (semester last taught) _____

Name _____ Empl ID# _____ SSN (last 4 digits) _____

Rank _____ Highest Degree _____

Home Address _____

Preferred Email _____ Preferred Phone _____

SEIE OFFICE USE ONLY

Session	Dept. #	Section	Class #	Units	Fee	Max	Min	Room
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Special Facilities requested Additional Expense Items

Notes: _____

FACILITIES REQUIREMENTS

CLASSROOM REQUEST: 1st Choice: _____ 2nd Choice: _____
(Subject to University scheduling)

Room Features: Smart Room VCR DVD Player I will use my own laptop

Building _____ Tables Desks Windows Sink Stage

Other Requests: **NO ON CAMPUS CLASSROOMS WILL BE AVAILABLE FOR** _____

LAB REQUEST: 1st Choice: **INTERSESSION 2021** Choice: _____
(Subject to University and/or IT scheduling)

» IF COMPUTER LAB IS REQUESTED, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Per IT, all instructors are required to attend a lab orientation prior to the first day of class.

Computer Type: Mac PC

Dates Needed: _____

Times Needed: _____

SUPPLEMENTAL REQUIREMENTS

If you answer yes to any of the questions below, please complete the appropriate section, on the following page.

Will you have additional expenses that need to be incorporated into the course fee? No Yes

Will you have any guest speakers or TAs? No Yes

If you answered no to all of the above questions, you do not need to submit the supplemental page.

SIGNATURES

We can accept electronic signatures and email approval.

By submitting this proposal, I agree that:

- I must inform SEIE if I wish to cancel my class for low enrollment (below 12) no later than Friday, December 11, 2020;
- I may not cancel a course with 12 or more enrollments except in the most serious circumstances;
- Classes can only be canceled after consultation with the SEIE Intersession Coordinator.

Instructor _____ Date _____

Co-Instructor _____ Date _____

Chair _____ Date _____

Dean _____ Date _____

NOTE: Non-faculty SSU employees must obtain the signature of their appropriate administrator.

Appropriate Administrator _____ Date _____

Cross-Listed Course Signatures

Chair _____ Date _____

Dean _____ Date _____

Please return completed proposals to Julie Shell in the School of Extended and International Education. All proposals must be approved by the Department Chair(s) and Dean(s) of the appropriate School(s). Attach extra sheets as necessary.

SUPPLEMENTAL INFORMATION PAGE

ADDITIONAL INSTRUCTIONAL EXPENSES

Please note: according to University policy, instructors are not allowed to collect fees directly from students. Instructional expenses MUST be included with your proposal in order for them to be factored into the course fees. Expense items added after course approval, or in excess of authorized amounts, will not be honored or reimbursed.

COPYING PLEASE NOTE: PHOTOCOPYING IS NOT AVAILABLE FOR INTERSESSION 2021.

- Standard course fees include up to 20 copies per student. An additional course fee is assessed for copies over the limit.
- Instructors duplicating their materials must submit an invoice for reimbursement with original receipts immediately after the last class meeting to Judy Vincenti in the SEIE office: judy.vincenti@sonoma.edu.
- Instructors using material of their own authorship who want SEIE to duplicate their materials must include a statement granting permission for duplication.
- SEIE needs 90 days of lead time to duplicate copyrighted materials. These will be available for purchase through the SSU Bookstore.

HOW MANY COPIES?	SEIE	INSTRUCTOR
Non-Copyright Material	#	#
Copyright Material	#	#
Personal-Copyright Material	#	#

ADDITIONAL EXPENSES *(i.e. art supplies, flash drives, etc.)*

ITEM	PER STUDENT	TOTAL COST
	\$	\$
	\$	\$
	\$	\$
TOTALS:		\$

GUEST SPEAKERS AND TEACHING ASSISTANTS

GUEST SPEAKERS AND TEACHING ASSISTANTS ARE SUBJECT TO APPROVAL FOR INTERSESSION 2021. PLEASE CONTACT JULIE SHELL FOR MORE INFORMATION.

Person #1

New to SSU
 Guest Speaker (date(s) speaking _____) Teaching Assistant (total hours _____)
 Name _____ Empl ID# _____ SSN (last 4 digits) _____

Home Address _____

Preferred Email _____ Preferred Phone _____

Volunteer Academic Credit Paid \$ _____ Total Per _____

Person #2

New to SSU
 Guest Speaker (date(s) speaking _____) Teaching Assistant (total hours _____)
 Name _____ Empl ID# _____ SSN (last 4 digits) _____

Home Address _____

Preferred Email _____ Preferred Phone _____

Volunteer Academic Credit Paid \$ _____ Total Per _____