

# WINTER INTERSESSION 2022

## CALL FOR WINTER INTERSESSION COURSES

Wednesday, January 5–Wednesday, January 19

Winter Intersession Course Proposal

Deadline is Friday, September 24, 2021

The School of Extended & International Education's Winter Intersession 2022 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, on-campus, remote, and hybrid courses.

### PROPOSAL PROCESS

Intersession course proposal forms should be submitted electronically (via email) to Julie Shell at [julie.shell@sonoma.edu](mailto:julie.shell@sonoma.edu) in the School of Extended and International Education (SEIE), and are due by Friday, September 24, 2021. All proposals must be approved by the Department Chair and the appropriate School Dean. SEIE accepts approvals by electronic 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.** Intersession Course Proposal forms can be found at the [course proposal webpage](#) under "Winter Intersession." Course information will be available for faculty review in early October. Faculty contracts will be sent out by November 30. For more information, contact Julie Shell at [julie.shell@sonoma.edu](mailto:julie.shell@sonoma.edu).

### FACULTY PAY

Faculty may teach up to 5 weighted teaching units (WTUs) during Winter Intersession.

Faculty will be paid according to the [Special Sessions 2322](#) salary schedule based on enrollment, course units, and faculty rank. Example: An associate professor teaching a 3-unit course with 20 students would receive \$2,569/unit, or \$7,707.

For enrollments exceeding the representative cap, an additional \$100 per enrollment per unit will be added to the pay according to the [SEIE Winter 2022 Pay Schedule](#). In the example above, the associate professor teaching 30 students would receive \$3,569/unit, or \$10,707.

The Unit-3 Faculty Collective Bargaining Agreement (Article 36) and the CSU System-Wide Additional Employment Policy (HR 2002-05) limit total employment in the California State University system to a total of 125%. Academic year faculty may teach during intersession but are limited to no more than 5 units in the Winter Intersession across the CSU system. Caution must be taken so that the number of units assigned over the length of the intersession course does not exceed the allowable overage. It is your responsibility to monitor and not violate the 5 unit/125% rule.

### ENROLLMENT CAPS

Enrollment limits should be identified on the course proposal form and approved by the Department Chair and/or Dean. No course is to exceed 40 students. Classes without an identified cap will have a default cap of 25.

Generally, instructors are expected to teach classes with 12 or more enrollments, except under extraordinary circumstances. Classes with fewer than 12 enrollments may be canceled for low enrollment at the discretion of the instructor. Please be sure to set an enrollment minimum on your proposal. Classes will not be automatically canceled for low enrollment without a minimum identified in advance. No classes will be canceled after December 11 in order to protect the students who have made their plans and enrolled.

Intersession paychecks will be issued mid-February.

### SCHEDULING

**January 5–19, 2022: 10 Instructional Days (Monday – Friday)**

**No classes Monday, January 17 (MLK Holiday)**

## SCHEDULING FORMAT

Intersession classes run Monday through Friday, and can be on-campus, hybrid, or fully-remote. Remote classes may be synchronous, bisynchronous, or asynchronous. All classes must have **15 hours of in-person or virtual classroom time and/or online instructional content for each academic unit** in lecture/discussion courses. Lab and activity courses require additional hours.

- 3-unit classes require **4 hours, 20 minutes daily**
- 4-unit classes require **5 hours, 50 minutes daily**

Please direct any questions to Julie Shell at [julie.shell@sonoma.edu](mailto:julie.shell@sonoma.edu).

## CLASSROOMS AND CLASSROOM TECHNOLOGY

If you have a preference, please be sure to request a classroom or building, or indicate which features are important to you for your classroom. This will assist us in choosing a room for you if your first choice classroom is not available.

All campus classrooms are now tech rooms. Some classrooms have a data projector, wifi, computer, VCR, and DVD player, and some have a hookup for a laptop computer to connect to a data projector and wifi. If you request a smart classroom, please be sure to indicate in the classroom request section on the proposal form what technology you will need, and if you plan to use your own laptop computer.

All campus classrooms are locked rooms. If you do not have a key to your room already, please contact Julie Shell no later than December 13 to be issued a key request form to submit to Seawolf Services for a key. Even if you are accustomed to a room being open during Fall and Spring, it will be locked during Intersession. SEIE does not have room keys, and Police Services are only available to unlock classrooms as a last resort.

## REQUESTING A TA OR GRADER

**All requests for TAs, graders, or paid speakers for Intersession 2022 are subject to approval.** Consistent with the Chancellor's mandate to slow hiring across the CSU, all vacant positions may only be posted, and personnel actions processed (emergency hires, reappoints/extensions, reclasses, in-range progressions, temp assignments, student assistants), with presidential approval. Please contact Julie Shell for more information.

Due to the restraints of the hiring process, we are not able to accommodate late requests to add a TA, ISA, or grader.

## CLASS REQUISITES

Intersession courses are scheduled with the standard SSU pre-requisites listed in the University catalog unless a specific request is made to modify those requisites. Please indicate in the Course Information section of the proposal form if you would like to waive or change some or all of the requisites for your course. Pre-requisite waivers are subject to the approval of your Department Chair and Dean.

## 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 in October via MySSU for matriculated students and through the SEIE website for non-matriculated students.

**We look forward to working with you!**

**SONOMA  
STATE  
UNIVERSITY**

**SCHOOL OF  
EXTENDED  
& INTERNATIONAL EDUCATION**