

**Guidelines for Interim:**

Please observe Guidelines for the St. Olaf January Term (issued Fall 1999) when updating the proof sheets for Interim 2012-13.

The intent of these guidelines is to give direction to faculty and administration in the development and monitoring of the January Interim program.

- I. Number and level of departmental offerings
  - A. Each department should plan to offer that number of January Term courses which equals or exceeds its average number of courses taught during the past three January Terms;
  - B. Each year the number of January Term courses offered by a department should be approximately 10% of its yearly course offerings;
  - C. Approximately 40% of a department's January Term courses shall be Level I.
- II. Class Size  
Minimum and maximum enrollment limits for the three levels of January Term courses shall be as follows:

<u>Level</u>	<u>Minimum enrollment (for courses to be offered)</u>	<u>Maximum enrollment</u>
I	10	At least 25 students
II	8	At least 30 students
III	6	At least 20 students

- III. Student Work Load and Class Meeting Time  
In general, faculty/student contact hours for January Term courses shall approximate faculty/student contact hours per course during the regular semester: 35-40 hours for the entire January Term or 8-10 hours per week. Student workload, including class time, outside reading, and other course-related work, shall not be less than 40 hours per week.

All Interim classes **must** meet the first and last day of the term.

\*\*\*\*\*

We have attached a worksheet to assist you in determining how many courses your department should plan to schedule for Interim 2012-13. This will help to ensure that we have enough courses to meet student needs.

Also, please keep in mind that there are three time slots during Interim:

**8:00 – 10:00 a.m.**

**10:40 a.m. – 12:40 p.m.**

**1:00 – 3:00 p.m.**

**Please spread course offerings across the three time periods as much as possible.**

Typically, there are many more faculty who request the 10:40 period than the other two periods, which makes it impossible to find appropriate classroom space for 10:40 courses. If we find that we cannot accommodate all requests for 10:40, we will need to ask some faculty to change to 8:00 a.m. or 1:00 p.m.

**If you have questions, please contact Kathy Granquist, x 8009 "granquik". Thank you!**