

DATE: February 2, 2009
TO: Department Chairs & Program Directors
FROM: Mary Cisar, Registrar
Paula Stowe, Coordinator for Special Programs and Student Services x3006
RE: **Summer School 2009 - Call for Courses - Due February 18**

Summer School 2009 course offerings are now due. If faculty in your department/program are planning on teaching this summer, please submit your offerings to the Registrar's Office. The final list must be submitted by February 18, 2009.

As always, it is important to provide a wide selection of courses from as many departments and programs as possible, and offering the full range of GE attributes. Recent results from a summer school survey issued to our students indicated multiple reasons why students hope to take summer courses: they need GE credits or courses for their major; want to stay on track or graduate on time, are preparing for study abroad or graduate school.

It is helpful, also, if we can offer some courses for which there is heavy demand during the academic year. Please consider carefully how your department/program can contribute to these goals.

Summer School dates are:

Term 1: June 1- July 9 **Term 2:** July 13 - August 19
(no class July 6)

Full salary is paid for 7 or more students registered for a full (1.00) credit course. Salary is pro-rated if fewer than seven students enroll in the course.

Contact Paula Stowe stowe@stolaf.edu regarding compensation for applied music lessons, physical education course instruction, science labs and Special Offerings.

Unlike an Independent Study/Research, which cannot duplicate a course that is listed in the *St. Olaf Academic Catalog*, a Special Offering is an approved St. Olaf *course* that a faculty member agrees to teach to meet the needs of one student or a small number of students in a term in which it is not officially scheduled. Course work for a special offering is comparable to a regular summer course where the student and instructor meet on a daily basis for instruction, assignments, and exams. Special offerings follow the summer calendar term dates **and must be approved in advance by the Registrar**.

Adjunct Hire: Each summer questions arise about the possibility of hiring an adjunct to teach summer school. *This option is available with approval from your Associate Dean*. Please contact Paula Stowe for further information (x3006)..