



BEMIDJI
STATE UNIVERSITY

Summer Term
2017

Planning Guide

SUMMER TERM 2017

Thanks to the efforts of the university community, Bemidji State University experienced a successful summer term in 2016. The enclosed materials provide information on arranging courses for SUMMER TERM 2017. The elements of the framework provide many options.

- Summer session will begin the week after commencement with the first course session, May Term running May 10 through May 26.
- The main course session will begin May 30 and run through July 28 with multiple options for 3, 4, 5, and 9 week courses throughout the session.
- Workshops and courses scheduled for two weeks or less may also be accommodated within this schedule. Any workshops planning to utilize the on-campus housing must be scheduled between June 1-July 28, 2017.

The following considerations are important:

- On campus courses must be scheduled within designated block times identified for respective credits/weeks/number of days selected. This is important so students have options to enroll in multiple offerings with classroom meeting time. The scheduling options are illustrated in the following pages for your reference.
- Guidelines for scheduling workshops or courses two weeks or less in length are also provided. These offerings can essentially prevent enrollment in other courses during a particular week (as has occurred in the past). Thus, an examination of the offerings within departments/across departments becomes important.
- As some elementary and secondary schools finish in June, shorter-term courses may be scheduled to begin with the start dates listed June 6 and later.
- A full-time summer session workload shall consist of no more than six (6) credit hours. The total workload over summer session shall not exceed (sixteen) 16 credits
- The summer term bulletin will be condensed this year. The publication will have all the important summer term dates and select information for workshops, camps, and conferences. There will be directions to view the course schedule online. The summer mailing list includes elementary and high schools and has been updated and expanded to other sectors. Recommendations for the mailing list are welcome and may be forwarded to the Extended Learning. We will also again create a Summer Session website and will post summer offerings, workshops, and conference information on the site. We also advertise on twitter, Facebook, and Instagram now.

Thank you to everyone who provided feedback and comments on the summer course schedule.

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DATES FOR SUMMER TERM 2017 PREPARATIONS

Contacts for the summer promotion and scheduling:

- Angie Gora, Extended Learning, ext. 2068, agora@bemidjistate.edu
- Beverly Hodgson, Interim Registrar, Records & Registration, ext. 2020, bhodgson@bemidjistate.edu

COURSE OFFERINGS

Chairs & Deans review faculty course offerings. Once approved, the Deans will forward course schedule to Department Administrative Assistants to input into the online course schedule.	Now – Dec 7
TENTATIVE SUMMER SCHEDULED PUBLISHED ON WEBSITE	Dec 16
Faculty, Chairs, and Deans continue to review summer offerings among colleges and communicate additions and changes to Department Administrative Assistants.	Dec 7 – Feb 6
Final schedule available online	Feb 6
Late changes with Chair/departmental approval will need to be forwarded to records to be updated on the online schedule.	Feb 6-first day of summer course
SUMMER SCHOOL PRE-REGISTRATION BEGINS	Feb 27
The deadline for notifying the Records Office of any May Term courses that will be canceled for low enrollment is April 26 . The deadline for notifying Records of summer session courses that will be canceled for low enrollment is NO LATER THAN TWO WEEKS BEFORE THE FIRST DAY OF THE COURSE .	

WORKSHOPS

WORKSHOP DIRECTORS forward Information/Authorization Forms (I/A) for all workshops to Department Chairs for signature	Dec 7
DEPARTMENT CHAIRS forward Workshop I/A forms to Deans for signature	Dec 7
DEANS: For on-campus workshops retain original I/A forms, send copy of top page with signatures (including graduate Dean, if appropriate) and course description to Angie Gora for promotion	Jan 20
DEANS: For off-campus workshops , forward I/A forms to Extended Learning for final approval and input	Jan 20

GUIDELINES FOR SCHEDULING WORKSHOPS AND COURSES TWO WEEKS OR LESS IN LENGTH

- A minimum of 15 classroom-based contact hours (50-minute hours) are required for each credit offered.
- A maximum of one credit may be approved for each two days of class time.
- A maximum of two credits will be approved over one calendar week of classroom-based time (four to five days).
- A maximum of three credits will be approved over two calendar weeks of classroom-based time (six to eight days).

WORKSHOPS

A workshop is “an intense credit granting academic experience of short duration (but not less than two days in length) that is not listed in the current catalog.”

- **On-campus workshops** will be processed and managed through respective directors, departments, and colleges. Narrative/information about the workshops will be forwarded to Angie Gora for publication purposes.
- **Off-campus workshops** will be processed through Extended Learning.
- The deadline for notifying the Records Office of any May Term courses that will be canceled for low enrollment is **April 26**. The deadline for notifying Records of summer session courses that will be canceled for low enrollment is **NO LATER THAN TWO WEEKS BEFORE THE FIRST DAY OF THE COURSE, to accommodate the variety of start dates for summer term courses**.
- On and off-campus workshops will be highlighted in the summer bulletin.
- Guidelines for processing workshops will be made available through Extended Learning.

FREQUENTLY ASKED QUESTIONS

Do I need my Chair or Dean’s approval before submitting my courses?

Yes. Please complete the extended learning online course request form or spreadsheet and circulate for approval from your Chair and Dean. Departments can use the spreadsheets, or the course request form, or route an email, etc. for on-campus courses. The on-campus courses will also need Chair and Dean approval before the Administrative Assistants will input into the online schedule.

The course request form and spreadsheets are available on the landing page for summer.

www.bemidjistate.edu/go/summerbsu

When do I need to have my courses approved to my department?

You can begin seeking approval for summer courses now. Once the course is approved by the Chair and Dean, the Dean will forward to your Department Administrative Assistant who will input the course into the online schedule. The tentative course schedule will be posted on December 16th for students to begin reviewing and making summer plans. Therefore, **we are asking that faculty submit their courses for approval no later than December 7th**, so Department Administrative Assistants can input the schedule online for the December 16th launch to students.

With departmental/Dean approval changes and additions can be made between December 7 and February 6 by the Department Administrative Assistant.

If a change is necessary after February 6 and approval is granted, the records office will need to update the change on the online schedule.

Final course schedule will be available online on February 6, 2017.

Registration for summer will begin on February 27, 2017.

What is considered faculty teaching load in the summer?

On-Campus Courses

Faculty who teach on-campus courses in the summer will be paid their summer load rate (2.25% of salary per credit).

Guideline for minimum enrollment to run on-campus summer courses:

- Undergraduate Level: 10 students at the Dean's Discretion
- Graduate Level: 8 students at the Dean's Discretion

Online Courses

Faculty who teach online courses in the summer can be paid at their summer load rate (2.25% of salary per credit), unless the course does not meet the minimum enrollments.

Minimum enrollment to run online summer courses at the summer load rate:

- Undergraduate Level: 10 students
- Graduate Level: 8 students

If the online course does not meet the minimum enrollment, the faculty member has the following options:

- Cancel the Course
- Run the Course at the miscellaneous rate of \$65 per student per credit hour

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 May term – courses begin	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 May term courses end	27
28	29 Holiday – No classes	30 3,4,5 and 9 week courses begin	31			

JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 3 and 4 week courses begin	6	7	8	9	10
11	12	13	14	15	16 3 week courses end	17
18	19	20	21	22	23 3 and 4 week courses end	24
25	26	27	28	29	30 3, 4 and 5 week courses end	1

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 3 and 4 week courses begin	4 Holiday – No Classes	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 3 week courses end	22
23	24	25	26	27	28 4 and 9 week courses end	29

*9 week option for online courses

First duty day of Fall Semester 2017 – August 15, 2017

- Registration for summer courses: Through first day of course
- Last day for drop with refund: First day of course
- Deadline to withdraw with “W” grade: up to 80% of the course meetings

May Session					
	1 credit classes	2 credit classes	3 credit classes	3 credit classes	4 credit classes
	1 hour 5 min	2 hours 5 min	3 hours 10 min		4 hours 10 min
May Schedule	7:30	Class	Class	Class	Class
	8:00				
	8:30				
	9:00	Class	Class	Class	Class
	9:30				
	10:00	Class	Class	Class	Class
	10:30				
	11:00	Class	Class	Class	Class
	11:30				
	12:00				
	12:30	Class	Class	Class	Class
	1:00				
1:30					
2:00	Class	Class	Class	Class	
2:30					
3:00	Class	Class	Class	Class	
3:30					
4:00	Class	Class	Class	Class	
4:30					
5:00					

1 credit options:

- 7:30 – 8:35 am
- 9:00 – 10:05 am
- 11:00 am – 12:05 pm
- 12:30 – 1:35 pm
- 2:00 – 3:05 pm
- 4:00 – 5:05 pm

2 credit options:

- 7:30 – 9:35 am
- 10:00 am – 12:05 pm
- 12:30 – 2:35 pm
- 3:00 – 4:05 pm

3 credit options:

- 7:30 – 10:40 am
- 9:00 am – 12:10 pm
- 12:30 – 3:40 pm
- 2:00 – 5:10 pm

4 credit options:

- 7:30 – 11:40 am
- 12:30 – 4:40 pm

SUMMER TERM START TIMES

1 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
	50 m	38 m	47 m	30 m	38 m
1 st Time Block	7:30 - 8:20 8:30 - 9:20	7:30 - 8:10 8:30 - 9:10 9:30 - 10:10	7:30 - 8:20 8:30 - 9:20 9:30 - 10:20	7:30 - 8:00 8:30 - 9:00 9:30 - 10:00	7:30 - 8:10 8:30 - 9:10 9:30 - 10:10
2 nd Time Block	10:30 - 11:20 11:30 - 12:20	10:30 - 11:10 11:30 - 12:10 12:30 - 1:10	10:30 - 11:20 11:30 - 12:20 12:30 - 1:20	10:30 - 11:00 11:30 - 12:00 12:30 - 1:00	10:30 - 11:10 11:30 - 12:10 12:30 - 1:10
3 rd Time Block	1:30 - 2:20 2:30 - 3:20 3:30 - 4:20 4:30 - 5:20	1:30 - 2:10 2:30 - 3:10 3:30 - 4:10 4:30 - 5:10	1:30 - 2:20 2:30 - 3:20 3:30 - 4:20 4:30 - 5:20	1:30 - 2:00 2:30 - 3:00 3:30 - 4:00 4:30 - 5:00	1:30 - 2:10 2:30 - 3:10 3:30 - 4:10 4:30 - 5:10

SUMMER TERM START TIMES

2 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
	100 m	75 m	98 m	60 m	75 m
1 st Time Block	7:30 - 9:10 8:30 - 10:10	7:30 - 8:45 8:30 - 9:45	7:30 - 9:10 8:30 - 10:10	7:30 - 8:30 8:30 - 9:30 9:00 - 10:00	7:30 - 8:45 8:30 - 9:45
2 nd Time Block	10:30 - 12:10 11:30 - 1:10	10:30 - 11:45 11:30 - 12:45	10:30 - 12:10 11:30 - 1:10	10:30 - 11:30 11:30 - 12:30 12:00 - 1:00	10:30 - 11:45 11:30 - 12:45
3 rd Time Block	1:30 - 3:10 2:30 - 4:10 3:30 - 5:10	1:30 - 2:45 2:30 - 3:45 3:30 - 4:45	1:30 - 3:10 2:30 - 4:10 3:30 - 5:10	1:30 - 2:30 2:30 - 3:30 3:30 - 4:30	1:30 - 2:45 2:30 - 3:45 3:30 - 4:45

SUMMER TERM START TIMES

3 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
	150 m *	113 m	141 m *	90 m	113 m
1 st Time Block	7:30 - 10:10	7:30 - 9:25 8:00 - 9:55	7:30 - 10:05	7:30 - 9:00 8:30 - 10:00	7:30 - 9:25 8:00 - 9:55
2 nd Time Block	10:30 - 1:10	10:30 - 12:25 11:30 - 1:25	10:30 - 1:05	10:30 - 12:00 11:30 - 1:00	10:30 - 12:25 11:30 - 1:25
3 rd Time Block	1:30 - 4:10	1:30 - 3:25 2:30 - 4:25 3:30 - 5:25	1:30 - 4:05	1:30 - 3:00 2:30 - 4:00 3:30 - 5:00	1:30 - 3:25 2:30 - 4:25 3:30 - 5:25

* TIMES INCLUDE A 10 MINUTE BREAK PERIOD

SUMMER TERM START TIMES

4 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
		150 m *	188 m *	120 m *	150 m *
1 st Time Block	Not Available	7:30 - 10:10	Not Available	7:30 - 9:40	7:30 - 10:10
2 nd Time Block	Not Available	10:30 - 1:10	Not Available	10:30 - 12:40	10:30 - 1:10
3 rd Time Block	Not Available	1:30 - 4:10 2:30 - 5:10	1:30 - 5:00	1:30 - 3:40 2:30 - 4:40	1:30 - 4:10

* TIMES INCLUDE A 10 MINUTE BREAK PERIOD

SUMMER TERM START TIMES

5 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
		188 m *	234 m *	150 m *	188 m *
1 st Time Block	Not Available	Not Available	Not Available	7:30 - 10:10	7:30 - 10:50
2 nd Time Block	Not Available	Not Available	Not Available	10:30 - 1:10	10:30 - 1:50
3 rd Time Block	Not Available	1:30 - 4:40	1:30 - 5:35	1:30 - 4:10 2:30 - 5:10	1:30 - 4:50

* TIMES INCLUDE A 10 MINUTE BREAK PERIOD