



# **Summer Term 2020**

## **Planning Guide**

Thanks to the efforts of the university community, Bemidji State University experienced a successful summer term in 2019. The enclosed materials provide information on arranging courses for SUMMER TERM 2020. The elements of the framework below provides many approved options. Summer term runs from May 18-July 31. Courses offered this summer would follow the guidelines listed below.

- Tentative Summer Course Schedule posted 12/13
- Summer Course Registration Starts 2/24
- Session I, Starts May 18: 3, 6, & 7 & 11 Week
- Session II, Starts May 26: 4, 5, & 10 Week
- Session III, Starts June 1: 4, 5, & 9 Week
- Session IV, Starts June 8: 4 & 8 Week
- Session V, Starts July 6: 4 Week
- Registration ends when courses fill or first day of class

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 held between June 1-July 31, 2020.

The Dean may approve of courses offered outside of these dates for extenuating circumstances, such as pre-college programs or other rare situations.

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 offered for teachers may be scheduled to begin with the start dates listed June 3 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
- A summer promotional piece 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 Extended Learning. We will also 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.

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

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## DATES FOR SUMMER TERM 2020 PREPARATIONS

Contacts for the summer promotion and scheduling:

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- Kim Gourneau, Registrar, Records & Registration, ext. 2020, [kim.gourneau@bemidjistate.edu](mailto:kim.gourneau@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 course schedule. | Now – Oct 1                             |
| Requested schedule revisions due to Deans office for final approval  | Nov 1                                   |
| Dean sends approved schedulers for input   | Nov 2                                   |
| Records Office schedule review begins  | Dec 2                                   |
| TENTATIVE SUMMER SCHEDULED PUBLISHED ON WEBSITE  | Dec 13                                  |
| Final schedule available online  | Feb 10                                  |
| Late changes with Chair/departmental approval will need to be forwarded to records to be updated on the online schedule.   | Feb 10 until first day of summer course |
| SUMMER SCHOOL REGISTRATION BEGINS  | Feb 24                                  |
| The deadline for notifying Records of summer session courses that will be cancelled for low enrollment is <b>NO LATER THAN TWO WEEKS BEFORE THE FIRST DAY OF THE COURSE.</b>     |   |

### **WORKSHOPS**

|  |        |
|--|--------|
| WORKSHOP DIRECTORS forward Information/Authorization Forms (I/A) for <b>all workshops</b> to Department Chairs for signature   | Jan 10 |
| DEPARTMENT CHAIRS forward Workshop I/A forms to Deans for signature  | Jan 10 |
| DEANS: For <b>on-campus workshops</b> retain original I/A forms, send copy of top page with signatures (including graduate Dean, if appropriate) and course description to Angie Clark for promotion | Jan 22 |
| DEANS: For <b>off-campus</b> workshops, forward I/A forms to Extended learning for final approval and input  | Jan 2  |

## **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 Clark for publication purposes no later than January 22.
- The deadline for notifying Records of summer session courses that will be cancelled 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](http://www.bemidjistate.edu/go/summerbsu)

#### **When do I need to have my courses approved by 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 13 for students to begin reviewing and making summer plans. Therefore, faculty may now begin submitting courses for approval, so Department Administrative Assistants can input the tentative course schedule for the December 13 launch to students.

With departmental/Dean approval changes and additions can be made now until Jan 22 by the Department Administrative Assistant.

If a change is necessary after February 10 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 10, 2020.

Registration for summer will begin on February 24, 2020.

### **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 or at the Dean's Discretion
- Graduate Level: 8 students or 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

### **SUMMER TERM FRAMEWORK**

#### **May 18**

3 week – May 18 – June 5  
6 week – May 18 – June 26  
7 week – May 18 – July 2  
11 week – May 18 – July 31

#### **May 26**

4 week – May 26 – June 19  
5 week – May 26 – June 26  
10 week – May 26 – July 31

#### **June 1**

4 week – June 1 – June 26  
5 week – June 1 – July 2  
9 week – June 1 – July 31

#### **June 8**

4 week – June 8 – July 2  
8 week – June 8 – July 31

#### **July 6**

4 week – July 6 – July 31

#### **August 20**

First duty day of Fall Semester

## MAY

| Sun | Mon   | Tue                                    | Wed | Thu | Fri               | Sat |
|-----|---|--|-----|-----|-------------------|-----|
|     |   |  |     |     | 1                 | 2   |
| 3   | 4   | 5                                      | 6   | 7   | 8<br>Commencement | 9   |
| 10  | 11  | 12                                     | 13  | 14  | 15                | 16  |
| 17  | 18<br>3, 6, 7 & 11<br>week courses<br>begin | 19                                     | 20  | 21  | 22                | 23  |
| 24  | 25<br>Holiday – No<br>classes               | 26<br>4, 5, & 10 week<br>courses begin | 27  | 28  | 28                | 30  |

## JUNE

| Sun | Mon  | Tue | Wed | Thu | Fri | Sat |
|-----|--|-----|-----|-----|-----|-----|
| 31  | 1<br>3, 4, 5, and 9<br>week courses<br>begin | 2   | 3   | 4   | 5   | 6   |
| 7   | 8  | 9   | 10  | 11  | 12  | 13  |
| 14  | 15   | 16  | 17  | 18  | 19  | 20  |
| 21  | 22   | 23  | 24  | 25  | 26  | 27  |
| 28  | 29   | 30  |     |     |     |     |

## JULY

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

First duty day of Fall Semester 2020 – August 24, 2020

# SUMMER TERM START TIMES

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

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

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

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

## SUMMER TERM START TIMES

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

\* TIMES INCLUDE A 10 MINUTE BREAK PERIOD

- 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