

## GUIDELINES FOR 2012 SUMMER SESSION COURSE OFFERINGS

Minnesota State University, Mankato is committed to providing a quality educational experience to a wide variety of constituents during each summer session. The following objectives are set forth to achieve this goal:

- A. To provide an opportunity for orderly progress by undergraduate students toward a baccalaureate degree.
- B. To provide an ample offering of courses that meet degree requirements for graduate students.
- C. To provide entry opportunity for high school graduates.
- D. To provide courses for in-service teachers and other professionals.
- E. To provide shorter and more concentrated courses for people in specialized fields.
- F. To entice more non-regularly attending students to enroll.
- G. To allow for greater length of field trips and study abroad programs.

Courses may be offered and scheduled by the departments and colleges in accordance with the following guidelines, which are evaluated annually. These guidelines are used to induce enrollment.

- A. Departments may use a flexible scheduling option based on pedagogical need and appropriateness. As much as possible, start dates for these options should conform to the beginning dates established for the first session, the second session, or modules. This will allow for more efficient scheduling of rooms. It also helps students to schedule their classes more easily. Along with submission of a Course Input at this website <https://secure.mnsu.edu/Courseinput/>, the following guidelines for optional scheduling must be satisfied:
  - 1. A rationale for the optional scheduling must be provided.
  - 2. Contact hour guidelines must be met. (\*See note below)
  - 3. The College Dean must approve courses utilizing optional scheduling.
- B. The copy of the Summer Session class schedule for 2012, as well as the grading method report should be consulted in scheduling.
- C. Multiple sections of a course (excluding workshops, practicums, internships, and other courses with no meet times) must have the approval of the Dean. Programmatic justification and presentation of plans for securing an adequate enrollment must be presented.

\*Note: The required number of contact hours is 15 hours (one contact hour equals 50 minutes) per credit, **except for Workshops, which require 18 contact hours per credit.** As in the past, instructors must make up class time lost to a holiday in a manner of their choosing.