



AUGUSTA UNIVERSITY

## PAMPLIN COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

### **Guidelines for Summer Scheduling**

#### **Summer Course Scheduling**

Summer course offerings are intended to provide a curriculum of undergraduate and graduate courses that assist current, transfer, new, and transient students in making steady, timely progress towards graduation.

To achieve these aims, courses scheduled for summer should be:

- driven by student needs, especially with regard to retention, progression, and graduation (including online courses to serve students who are away from campus during the summer)
- likely to yield high enrollment, based on previous enrollments and student demand
- comparable in rigor and student workload to those offered in the regular academic year
- normally self-supporting (i.e., able to meet costs on the course's own terms, not supplemented by enrollment from other departmental courses; graduate courses may be an exception)
- logistically reasonable, including:
  - courses required for graduation may not be offered exclusively during summer
  - meeting times should be spread out to maximize students' opportunities, especially with regard to multiple sections of the same course
  - two sections of the same course may not be offered at the same time unless the first section has already reached its maximum enrollment cap
  - core-level online course offerings should be prioritized to serve those who are away from campus during the summer

#### **Summer Internships**

Faculty supervising internships during the summer will be paid per student, per credit hour in accordance with the summer pay scale established by the Dean. If the number of internship students supervised is below the threshold set by the Dean for a summer course to "make," the faculty member shall receive prorated compensation as specified in the summer pay scale

(<http://www.augusta.edu/pamplin/documents/summerpay.pdf>).

All internships must be approved by the Department Chair and Dean before they may be offered.

### **Summer Independent Studies, Special Topics, and Capstones**

Independent studies, special topics, and capstones shall not be offered during the summer except when approved by the Dean. Such approval may be granted under the following circumstances:

- There is demonstrable evidence of sufficient student demand to meet or exceed the threshold set by the Dean for a summer course to “make.”
- There is a demonstrable and critical need to run the course, or an extraordinary opportunity for significant value-added experiences that are only accessible during the summer.

If the activity is approved, faculty shall be paid per student, per credit hour in accordance with the summer pay scale and are expected to maintain at least one (1) office hour per credit hour, per week for the duration of the activity.

### **Summer Undergraduate Research**

Faculty who have identified a suitable project for undergraduate research may submit to their Department Chair a detailed outline for mentoring a student or group of students toward a demonstrable, high-quality outcome (e.g., a significant presentation, publication, exhibition, or performance). If the project receives the endorsement of the Department Chair and is approved by the Dean, the undergraduate research may be scheduled for course credit (if desired), and the faculty member will receive an appropriate stipend for Pamplin summer undergraduate research as established by the Dean.

Faculty who receive such a stipend will be expected to submit a final report summarizing the project and including clear evidence that all stated outcomes were successfully met. This report shall be due by the end of the next semester following the activity.