

August 10, 2023

Dear Colleagues:

Once again, Jan Term will be offered in person both on the Dallas campus and at SMU-in-Taos, providing students with intensive and experiential learning opportunities.

The 2024, Jan Term calendar consists of eight (8) instructional days. Classes will be held January 2-5 (Tues. - Fri.) and January 9-12 (Tues. - Fri.). Monday, January 8 is a reading day reserved for work outside the classroom. Classes may not meet on this day. The SMU-in-Taos calendar also includes travel days on January 1, and January 13. To provide six hours of instruction per day (for a total of 48 contact hours less breaks), all classes will meet from 9:00 am to 12:00 pm and again from 1:00 to 4:00 pm.

The proposal form to teach in Dallas for January 2024 is available [here](#) and the proposal form to teach at SMU-in-Taos for January 2024 is available [here](#). Discover the wonderful benefits and what it's like to teach at SMU-in-Taos through [this faculty guide](#).

We invite you to submit a course proposal, which is **due no later than Friday, August 25, 2023**. All faculty (including emeriti, adjunct, part-time, and visiting) are eligible to apply. Instruction is done on an off-load basis, in addition to one's normal teaching load for fall and spring semesters. Extra compensation is calculated as 10% of base salary (full-time faculty) or the flat fee customary in your school (adjunct faculty), not to exceed \$10,000. For courses taught at SMU-in-Taos, faculty room and board are provided, along with a travel reimbursement of up to \$852.

Proposed courses should appeal to a wide range of students, be pedagogically appropriate given the condensed format, and be consistent with your usual academic standards. Popular courses, those that are cross-listed, and those fulfilling Common Curriculum (CC) requirements tend to be more successful in terms of enrollment. As reminder, only a course that has been approved by SMU GO may be offered online.

When submitting your course proposal, please be sure your syllabus is updated to reflect the Jan Term 2024 class dates. Your syllabus should clearly indicate any recommended reading or preparation that would be needed prior to the start of the term, as well as all required assignments, in-class or take-home exam(s), and final papers. All course work should be completed by the last day of term.

Lastly, in response to the increased student demand for Intersessions courses, and the need to address course access, Dallas-based courses will be expected to have a minimum enrollment capacity of 19 students. As part of the course proposal process, an instructor may request a course capacity below 19 based on a pedagogical explanation for the lower capacity. These requests will be evaluated on a case-by-case basis by the Office of the Provost. Under exceptional circumstances where students need a specific course for

imminent graduation, the Office of the Provost may also add a limited number of additional seats to a course's capacity, and/or override a wait list queue. This mirrors a similar process that has been introduced to fall and spring enrollment management to meet the University's strategic goals for student success.

For more information or assistance with a Dallas proposal, please contact Andrew Hamilton or Mariah Parker in the Intersessions office at janterm@smu.edu, extension 81009, or visit <http://www.smu.edu/intersessions/faculty>. For more information or assistance with a Taos proposal, please contact Maeve Skidmore or Cristalle Choi at smutaos@smu.edu, extension 83657, or visit <https://www.smu.edu/Taos/Faculty>.

We look forward to receiving your Jan Term course proposal and thank you for your support of these important programs. The 2024 slate of courses will be announced by early October.

Sincerely,



Elizabeth G. Loba, PhD
Provost and Vice President for Academic Affairs
Southern Methodist University
<https://www.smu.edu/provost>

SMU.

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