

From: Lobo, Elizabeth <egloboa@mail.smu.edu>

Date: Wednesday, September 27, 2023 at 8:52 AM

To: Lobo, Elizabeth <egloboa@mail.smu.edu>

Subject: Requesting Course Proposals for 2024 May, Summer, and August Sessions

Dear Colleagues:

I invite you to submit course proposals for the 2024 May, Summer, and August academic sessions for Intersessions and SMU-in-Taos. The submission deadline is **no later than Wednesday, October 18**. These programs allow students to complete needed coursework, taking advantage of intensive and experiential learning opportunities. For faculty (including emeriti, adjunct, part-time, and visiting), it is an opportunity to engage students in a more focused class setting. Proposed courses should appeal to a wide range of students, be pedagogically appropriate given the condensed format of the class schedule and be consistent with your usual academic standards and expectations. Cross-listed courses and those that fulfill Common Curriculum requirements tend to be more successful in terms of enrollment.

Unless your department workload policies indicate otherwise, instruction for these terms is done on an off-load basis, in addition to one's normal teaching load for Fall and Spring terms. Extra compensation is calculated as ten percent (10%) of base salary (full-time faculty) or the flat fee rate 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 up to \$852.

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

On the Dallas Campus (Intersessions)

May Term and four 11-day Summer sessions are offered in Dallas. To provide 44 contact hours, classes meet 4 hours daily Monday through Friday for each of the 11 class days (including the final exam). Instructors may designate meeting times for their course. The 2024 session dates are as follows:

May Term	June A	June B	July A	July B
May 9 – 23	June 3 – June 17	June 18 – July 2	July 8 – July 22	July 23 – August 6

[Complete a course proposal for Intersessions by clicking here](#). Please complete a separate proposal for each course you intend to teach.

Dallas-based courses are 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. Additionally, 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 to accommodate these student needs. This mirrors a similar process in place for Fall and Spring enrollment management to meet the University's strategic goals for student success.

On the Taos Campus (SMU-in-Taos)

May and August Term classes meet 4 hours daily Monday through Friday for each of the 12 class days for a total of 48 contact hours. Instructors may designate the meeting times for their course, but meeting times must end by 4:00 p.m. May 2024 Term dates are **May 13-May 28, 2024**. August 2024 Term dates are **August 8-August 23, 2024**. Faculty are expected to arrive in Taos the day prior to the first day of term and depart the day after the last day of term.

[Complete a course proposal for SMU-in-Taos term here.](#) Visit the [SMU-in-Taos course proposal guide](#) to explore more information.

For more information or assistance with a proposal, please contact

- Intersessions program staff: Dr. Maeve Skidmore, Dr. Andrew Hamilton, or Mariah Parker at intersessions@smu.edu, extension 8-1009, or visit [the Intersessions website](#).
- SMU-in-Taos program staff: Dr. Maeve Skidmore or Cristalle Choi at smutaos@smu.edu, extension 8-3657, or visit [the Taos website](#).

We look forward to receiving your course proposals. Thank you for your support of these important programs!

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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