

University of California, San Diego

# 2011 SUMMER SESSION Preparation Guide Book

*Welcome!*

*This handbook is designed to provide departments and Summer Session instructors information about the Summer Session program.*



*The goal of UCSD's Summer Session is to integrate course offerings with the academic year curriculum in order to assure that sufficient lower division courses and 'major specific' courses are offered so students can graduate in a timely manner. More than ninety percent of the 21,000 summer course enrollments are UCSD students.*

*Students need and appreciate a rich and varied set of offerings in the summer so they can satisfy requirements in their major as well as meet general education needs. We are interested in increasing course offerings in order to serve the growing UCSD undergraduate student body.*

*We appreciate your participation and look forward to another successful Summer Session.*

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Director, Summer Session  
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(858) 534-7074*

# Table of Contents

|  |        |
|--|--------|
| Mission Statement.....   | 3      |
| Summer Session Contact Information.....  | 3      |
| Calendar.....  | 4-6    |
| Introduction & 2010 Overview .....   | 7, 8   |
| Courses  |        |
| • Planning Process .....   | 9, 10  |
| • Budget & Bonus Funding .....   | 11, 12 |
| • Selection.....   | 13     |
| • Cancellation Policy.....   | 13     |
| • Materials & Support Services.....  | 13, 14 |
| Instruction  |        |
| • Teaching Appointment Procedures & Information.....   | 15, 16 |
| • Compensation & Teaching Agreements.....  | 16, 17 |
| • Instructional Guidelines .....   | 18-20  |
| • Grading .....  | 21     |
| • Policy on Academic Integrity.....  | 22     |
| Campus Services .....  | 23, 24 |
| Links:   |        |
| Academic Computing Services (ACS), <a href="http://www-acs.ucsd.edu">http://www-acs.ucsd.edu</a>                               |        |
| Blink, <a href="http://Blink.ucsd.edu">http://Blink.ucsd.edu</a>   |        |
| Bookstore, <a href="http://bookstore.ucsd.edu">http://bookstore.ucsd.edu</a>   |        |
| Campus Map, <a href="http://maps.ucsd.edu">http://maps.ucsd.edu</a>  |        |
| Deadline Calendar, <a href="http://summersession.ucsd.edu/calendar2008.pdf">http://summersession.ucsd.edu/calendar2008.pdf</a> |        |
| Housing, <a href="http://hds.ucsd.edu">http://hds.ucsd.edu</a>   |        |
| Library, <a href="http://libraries.ucsd.edu">http://libraries.ucsd.edu</a>   |        |
| Media Services, <a href="http://mediacenter.ucsd.edu">http://mediacenter.ucsd.edu</a>  |        |
| Parking, <a href="http://parking.ucsd.edu">http://parking.ucsd.edu</a>   |        |
| Recreation, <a href="http://recreation.ucsd.edu">http://recreation.ucsd.edu</a>  |        |
| Registrar, <a href="http://registrar.ucsd.edu">http://registrar.ucsd.edu</a>   |        |
| Summer Session, <a href="http://summersession.ucsd.edu">http://summersession.ucsd.edu</a>                                      |        |
| TritonLink, <a href="http://TritonLink.ucsd.edu">http://TritonLink.ucsd.edu</a>  |        |

Please Note:

*Nothing in this handbook is intended to supersede University policies or procedures.*

## Mission Statement

*The Mission of Summer Session is to provide core courses needed by students for graduation from the University of California; to provide intensive and innovative academic programs not easily offered during the academic year and; to provide opportunities for ladder-rank faculty to teach in areas of student need, as well as provide opportunities for lecturers, visitors, and graduate students to teach, when appropriate.*



## Summer Session Administrative Office

Office Hours: 8:00a.m. - 4:30p.m., Monday-Friday

E-mail: [summer@ucsd.edu](mailto:summer@ucsd.edu)

Website: <http://summersession.ucsd.edu>

Telephone: (858) 534-7149 Fax: (858) 822-2619

Administrative Services: (858) 534-7149

Business Services: (858) 822-5064

Student Services: (858) 534-8277

Mailing Address:

UCSD Summer Session, Mail Code 0079

Office Location:

Myers Drive, 201 University Center



**Session I: June 27 – July 30**

**Session II: August 1 – September 3**

**Special Session: June 13 – September 16**

Please note: Session I and II are five week sessions. Courses in Special Session are non-five week courses with varying start and end dates. See page 6.

## **2011 Summer Session Calendar**

|                   |   |
|-------------------|---|
| October 14, 2010  | Summer Session call letter to academic departments to submit proposed courses via <a href="http://ssims.ucsd.edu">http://ssims.ucsd.edu</a> .   |
| November 16, 2010 | Course proposals due to Summer Session.   |
| November 19, 2010 | Summer Graduate Teaching Fellows submissions are due to Academic Affairs  |
| December 14, 2010 | Tentative date for Summer Session Advisory Committee meeting.   |
| January 6, 2011   | Summer Session website updated with approved courses and notification begins.   |
| January 6, 2011   | Deadline for Graduate Students Advancement to Candidacy to teach an upper-division course.  |
| February 14, 2011 | Summer Session begins mailing appointment letters.  |
| March 14, 2011    | Summer Session website and TritonLink updated with the Schedule of Classes.<br><a href="http://summersession.ucsd.edu">http://summersession.ucsd.edu</a><br><a href="http://tritonlink.ucsd.edu">http://tritonlink.ucsd.edu</a> |
| April 8, 2011     | UCSD Bookstore contacts academic department for summer book orders.   |
| April 11, 2011    | Student enrollment begins via TritonLink for UCSD students.   |
| April 18, 2011    | Visiting students begin enrolling in courses.   |
| April 18, 2011    | Textbook orders due to UCSD Bookstore from Academic Departments.  |
| June 6, 2011      | Notification of TA funding to departments.  |

*Calendar continued.....*

## 2011

### Session I

### Session II

|              |                |  |
|--------------|----------------|--|
| May 18       | June 15        | Department/program final date to submit OGS Paperwork.   |
| June 8       | July 6         | Summer Session final date to notify instructors of courses cancelled for low enrollment. <i>Special Session* classes with low enrollments are cancelled 10 days prior to the first day of class.</i> |
| June 20      | July 25        | Student fee due date. Most students that do not pay fees in full for Session I or II are cancelled for non-payment. <i>Special Session* due dates vary.</i>  |
| June 24      | July 29        | Department/program deadline for schedule changes (days and class times).   |
| June 27      | August 1       | Five-week sessions begin. <i>Special Session* classes vary.</i>  |
| July 1       | August 5       | Deadline for 100% refund period. <i>Special Session* deadline dates vary.</i>  |
| July 4       |                | Holiday - campus closed.   |
| July 5       | August 8       | Enrollment captured for block funding the department for course and student enrollment, and faculty enrollment bonus.  |
| July 19 & 20 | August 19 & 22 | Deadline for payroll entries in Timekeeping (instructional support) and PPS (instructors of record).   |
| July 25      | August 29      | Final exam locations posted to the Schedule of Classes at TritonLink.  |
| July 18-25   | August 22-28   | Course and Instructor evaluation period for CAPE for 5-week courses.   |
| July 28      | September 1    | Grade rosters available at Registrar's Office.   |
| August 1     | September 1    | Monthly payday.  |
| July 30      | September 3    | Five-week sessions end. Grade reports due to Registrar's office within 72 hours following final examination.   |

*Calendar continued.....*

|              |              |  |
|--------------|--------------|--|
|              | September 5  | Holiday - campus closed.                   |
| September 16 | September 16 | Close all Summer Session expense accounts. |

### **Special Sessions - 2011**

|                        |                                |
|------------------------|--------------------------------|
| June 27 – July 16      | First 3 week special session.  |
| July 18 – August 6     | Second 3 week special session. |
| August 8 – August 27   | Third 3 week special session.  |
| June 27 – August 27    | 8 week special session.        |
| June 27 – September 3  | 10 week special session.       |
| June 13 – September 16 | 14 week special session.       |

\*For Special Session, please contact Summer Session (858) 534-8277 or see the Deadline calendar at <http://summersession.ucsd.edu>.

# Introduction & Overview

UCSD Summer Session is proud to begin its 40th year of offering a rich academic program for UCSD and visiting students.

Summer Session works with academic departments and campus student services to ensure that a wide selection of courses, are offered at optimal times in appropriate campus classrooms.

Many campus facilities are available during the summer such as the Library, Price Center, on-campus housing, parking, recreational facilities, and the student health center. Students have access to computers, quick copying, and dining facilities. Summer Session textbooks are available in the bookstore two weeks before Summer Session classes begin.

Students enjoy a small-campus environment while completing courses required for graduation, enriching their education by exploring new subjects, or making up course deficiencies. Classes are scheduled throughout the morning, afternoon and evenings. Most courses are offered in one of the two five-week sessions, with a few in shorter or longer sessions.

Student surveys indicate that students appreciate the opportunity to make up courses, try new areas of study, and advance their graduation by completing summer courses. Most like the shorter time line, positively evaluate the faculty, and expect to graduate in a timely manner.

In summer 2010, more than 10,000 students enrolled in about 500 courses from more than 40 departments and programs. UCSD students use WebReg (TritonLink) to enroll in courses. Non-UCSD students use the online application through the Summer Session website to obtain access to WebReg to enroll. Full fees must be paid by the applicable deadline date to avoid being automatically dropped from courses. Refunds are given during the first week of the five-week sessions. Refund dates vary for special session courses.

Marketing efforts to recruit students include a printed Preview of Classes Preliminary listing, a website, and several types of advertisements. All promotional materials direct students to the Summer Session website <http://summersession.ucsd.edu> and <http://TritonLink.ucsd.edu>.

The Departmental Administrative Services Program will continue. This program is designed for Academic Departments to provide instructor support services that had previously been provided by Summer Session.

Examples of Administrative Services:

- Entering faculty and TA appointments into the payroll personnel system
- Coordinating media, computing, and textbook orders
- Preparing reimbursement requests for faculty “out of pocket” expenditures
- Working directly with the Registrar for classroom scheduling
- Assisting instructors with other course-related needs

## **Introduction & Overview** *continued...*

By University policy, summer unit fees must be equal to the fee charged in the subsequent academic year. The Regents have not determined fees for Summer 2011 at the time of this publication. Summer 2010 fees are listed below.

UC Undergraduate Students:  
\$229 per unit (subject to change for Summer 2011)

UC Graduate Students:  
\$286 per unit (subject to change for Summer 2011)

All Other Students:  
\$286 per unit (subject to change for Summer 2011)

Campus Fees – All Students:  
\$143.48 one-time per session (subject to change for Summer 2011)  
These are mandatory fees for all students paying for campus services and passed by referendum by the student body of the University, ASUC, Student Services.

Application Fees:  
UCSD students do not pay an application fee. Application fees are paid by all non-UCSD students. Visiting students from other UC campuses pay a \$50 application fee. All other non-UC visiting students pay a \$100 application fee.

Other Fees:  
All students only pay additional fees for special programs such as Study Abroad Programs and/or professional school programs/course material fees. Students should visit program websites and the Schedule of Classes for additional fee information.

Program fees were approved for study abroad programs in Summer 2010 and will continue for Summer 2011. Study abroad programs include Travel Study and Global Seminar Programs.

Teaching assistant (TA) allocations are made using a model that is similar to the model used for the Fall, Winter, and Spring through a block allocation to the Department. Notification of preliminary TA allocations based on projected enrollments are sent to departments by June 6, 2011. Additional funds from a reserve pool may be allocated to Departments whose actual enrollments substantially exceed their projected enrollments. The date for review of actual enrollments for first session is July 5 and August 8, 2011 for second session courses.



# Courses

- ***Planning Process***

All academic departments interested in offering a Summer Session course must complete a Course Proposal Form available on-line at <http://ssims.ucsd.edu> by November 16, 2010. A login and password from the Summer Session office is required for access.

Only courses approved by the Committee on Educational Policy may be submitted and offered in Summer Session. The Departmental Chair's or Program Dean's endorsement is required before the Summer Session Advisory Committee reviews all courses for final approval. Summer Session notifies departments whether their courses have been approved beginning January 6, 2011 and instructor appointment letters begin being sent out on February 14, 2011.

The information provided below is required for all proposed courses:

- a) ***Personal Information.*** All information is needed.
- b) ***Proposed Course.*** All proposed courses must be previously approved by the Committee on Educational Policy (CEP) and listed in the UCSD General Catalog. If a new course is proposed, a Request for Course Approval form must be submitted and approved by CEP prior to submitting the Course Proposal Form to the Summer Session Office.
- c) ***Course Description.*** Courses taught during Summer Session must adhere to the description approved by the Committee on Educational Policy. Approval from the Committee on Educational Policy is required for any changes to approved course descriptions. It is the responsibility of the instructor to announce any approved changes to the course description at the first course meeting.
- d) ***Classroom Scheduling.*** The Registrar's Office assigns "general assignment" classrooms based on projected enrollment. If a specific classroom is needed for a course, be sure to include this information on the course proposal form. If actual enrollment exceeds the size of the classroom, the Registrar's Office will search for a larger classroom. Instructors should check <http://TritonLink.ucsd.edu> for the most up-to-date classroom location. If a classroom is needed for a discussion or review session, it must be requested on the Course Proposal Form.

Schedule changes (days and class times) are not permitted beginning the first day of the session. Students commit to the posted course schedule and usually cannot accommodate changes to the hour, days, session (I vs. II), or to attend examination make-up sessions. Instructors are encouraged to check <http://TritonLink.ucsd.edu> for up-to-date scheduling changes.

## Courses *continued...*

- e) **Final Exams.** Final exams must be given outside of the regular classroom time in accordance with the course approval from CEP. The Registrar's office assigns final examination periods. The schedule is available at the Schedule of Classes when enrollment begins however the classroom location for the final examination is not posted until the fourth week of each session.
- f) **Course Calendar.** Beginning summer 2011, special session courses must follow one of the options listed below. Independent study courses are included in this requirement. Please note: 5 week courses are NOT considered Special Session.

Summer Session I and II:

|                        |           |
|------------------------|-----------|
| June 27 – July 30      | (5 weeks) |
| August 1 – September 3 | (5 weeks) |

Special Session Calendar:

|                        |            |
|------------------------|------------|
| June 27 – July 16      | (3 weeks)  |
| July 18 – August 6     | (3 weeks)  |
| August 8 – August 27   | (3 weeks)  |
| June 27 – August 20    | (8 weeks)  |
| June 27 – September 3  | (10 weeks) |
| June 13 – September 16 | (14 weeks) |

- g) **Enrollment Limit and Prerequisites.** If enrollment limitations are required, they must be requested on the Course Proposal Form. Only those courses identified as having an enrollment limit on the Course Proposal Form may be limited. All students are screened for course prerequisite and class level requirements. Visiting students must obtain departmental preauthorization in order to enroll in upper division courses or courses with prerequisites.
- h) **Course Materials/Textbooks.** The UCSD Bookstore will contact departments early April for course material adoptions (textbook requisitions). Requests will be due the April 18, 2011. More information is available at <http://bookstore.ucsd.edu/books/textbooks/coursematerials.htm>.
- i) **Instructional Support (Teaching Assistant / Reader).** Instructional support for teaching assistants and readers will continue to be block-funded to departments based on projected course enrollments. Departments will be notified June 6, 2011.
- j) **Computer Time/Lab Facilities.** To order services, log on to <http://cinfo.ucsd.edu>.
- k) **Media Services.** To order services and equipment, log on to [www.mediacenter.ucsd.edu](http://www.mediacenter.ucsd.edu).

## Courses *continued...*

- l) **Course Supplies.** Funds for course supplies and expenses are block-funded to departments. Enrollments are captured on July 5 for Session I and August 8 for Session II to determine the amount the department will be funded.
- m) **Course Materials Fees.** Miscellaneous Student Fees, Service Charges, and Deposits must be approved by the Course Materials Fees Committee. Course materials are defined as materials, supplies, tools, or equipment which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Additional information available at PPM 120 – Instruction, Procedures Related to <http://adminrecords.ucsd.edu/ppm/docs/120-9.html>

- **Budget**

**Student Fees** - Students pay a per unit fee. Fee levels are implemented according to the University's Budget. In addition to the standard per unit course fee, fees may be charged to cover other expenses as approved through the course proposal review process. Laboratory and materials fees cover costs that are charged to Summer Session course accounts or reimbursed to departments that have directly incurred such things as special laboratory related costs. A program fee may also be charged for study abroad programs.

**Course Supplies & Expense Budget** - Funds for Supplies and Expenses for course materials are block-funded to departments. Enrollments are captured on July 5 for Session I and August 8 for Session II to determine the amount the department will be funded.

- **Bonus Funding**

**Faculty Bonuses:**

**Course Enrollment Bonus** - On a per-course basis, instructors may be paid a bonus if enrollments in the course exceed 50 students. A \$20 bonus per student, up to a maximum of \$3,000, may be paid only on enrollments 51 and above. The first 50 enrollments do not qualify for the bonus. All enrollment-based bonuses will be determined after the 100% refund deadline per session (July 2 for Session I and August 6 for Session II). Special Session dates vary by course.

**Science Laboratory Bonus** - On a per course basis, instructors teaching courses with a 1.5 workload and a projected enrollment of at least 20 students may be eligible for course salary plus lab bonus, with total course compensation equaling 1.875 times the calculated course salary.

## Courses *continued...*

### **Program Funding:**

***Departmental Administrative Services Program*** - For all departments participating in the Departmental Administrative Services Program, the department is given \$500 per course, and \$13 per student enrollment to Arts & Humanities and Social Science courses, and \$33 per student enrollment to Biological Sciences, School of Engineering, and Physical Science courses. All enrollment-based funding will be determined after the 100% refund deadline per Session, July 1 for session I, and August 5 for Session II. Enrollments are captured on July 5 for Session I and August 8 for Session II to determine the amount the department will be funded. Special Session deadline and capture dates vary by course.

- ***Selection***

The Summer Session Advisory Committee, which includes faculty representatives from several Academic Departments, reviews all proposed courses. The criteria used for final course selection includes historical and projected enrollments and programmatic need. Courses with a history of low enrollments may be excluded or offered conditionally. The Summer Session Office will notify departments of approved courses beginning January 6, 2011. An appointment letter for approved courses will be mailed to the instructor's campus e-mail address beginning February 14, 2011. Approved courses will be included on the Summer Session (<http://summersession.ucsd.edu>) and TritonLink (<http://TritonLink.ucsd.edu>) websites beginning March 14, 2011.

- ***Cancellation Policy***

Faculty who anticipate receiving a grant in the summer or who are considering other commitments for the summer that may require release from their Summer Session teaching obligation should not agree to teach in summer. If an instructor cancels, the department is expected to find another instructor to teach the course.

***Low Enrollment*** - Courses in which enrollment levels fall below an approved minimum enrollment level may be cancelled, or the instructor may be offered a contingent compensation agreement with a per-student rate, not to exceed the full course salary. The final date to notify departments of courses cancelled for low enrollment is June 8, 2011 for Session I and July 6, 2011 for Session II. The final date for courses offered in Special Session is ten (10) days prior to the first day of the class.

- ***Materials & Support Services***

***Computer Time/Lab Facilities.*** All orders must be placed on-line at <http://cinfo.ucsd.edu>.

***Copyright Policy.*** See <http://www.ucop.edu/ucophome/coordrev/policy/4-29-86.html>.

## Courses *continued...*

**Duplicating Services.** Duplicating services are available to reproduce course materials. Photocopiers are available in academic departments. Imprints, an on-campus service, can handle a wide variety of copy needs. Instructors work with their department to determine the preferred way to obtain photocopy services.

**Instructional Supplies.** Support for course materials is block-funded to the department.

**Instructional Support (Teaching Assistants/Readers/Tutors).** Each department takes responsibility to recruit, select, and allocate TAs and Readers/Tutors.

Please note: All students planning to be employed by Summer Session must be registered in the preceding spring quarter at UCSD. Enrollment confirmation is required before the appointment may be entered in the payroll system. If a student was not enrolled in spring quarter at UCSD, they cannot be employed by Summer Session.

Only graduate students can be hired as a Teaching Assistant (TAs). Undergraduates may be hired as a Reader, Tutor, or Tutor Serving as a Teaching Apprentice. Non-UCSD students or others may be recommended for instructional support positions, provided an instructor has first utilized all available on-campus resources. Instructors must have approval from the Office of Graduate Studies prior to making an offer to a visitor. A formal written request from the Instructor, endorsed by the Chair, addressed to the Dean of Graduate Studies must include the justification for exception to hire. A Curriculum Vitae must be attached to the letter of exception for non-students. Approval must be confirmed by Summer Session prior to beginning the hiring process.

TA/Reader/Tutor support will be block-funded to departments based on the Summer Session office projected course enrollment. Typically 20 hours per week is considered a 50% time appointment, and 40 hours per week is considered a 100% time appointment.

Departments are responsible for producing an employment notification letter, obtaining the students acceptance of the appointment, and retain a copy in the academic department. *Students are not permitted to begin work until they have signed their employment notification letter and returned it to their department.*

Undergraduate Instructional Apprentice (UGIA)

<http://www-senate.ucsd.edu/committees/cep/policychanges/reg525UGIA.htm>

A form is required for all students appointed as UGIAs whether earning course-unit credit or being paid.

**Media Services.** Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and wired microphones. Laptop computers can be connected to the system with VGA audio and network cables located in the front under the chalk board. For more information visit <http://mediacenter.ucsd.edu> or call (858) 534-5784.

## Courses *continued...*

**Office Space.** Office space needs should be discussed with the academic department.

**Course Materials/Textbooks.** The UCSD Bookstore will contact departments early April for course material adoptions (textbook requisitions). Requests are due April 18, 2011. More information is available at <http://bookstore.ucsd.edu/books/textbooks/coursematerials.htm>.

## Instruction

- ***Teaching Appointment Procedures & Information***

The Department Chair must approve instructors to teach Summer Session courses. Appointment procedures vary depending on the instructor's present status with the University.

Summer Session is responsible for processing all appointment letters and monitoring payroll processing. Departments are responsible for all payroll entries (PPS and Timekeeping) and paperwork of new-hires.

**Appointment Letter.** All instructors approved to teach in Summer Session will be provided with an appointment letter for Summer 2011. The terms and conditions of the instructor's appointment will be stated in the letter. Instructors will not be entered into the payroll system, nor are they permitted to teach *until the appointment letter acceptance is received by Summer Session*. Acceptance of the appointment may be done by email to Summer Session or in person.

**Employment Paperwork.** Instructors without a current appointment in the UCSD payroll system will be required to submit a current Curriculum Vitae, prior teaching evaluations, and to complete and return a packet of new-hire or re-hire employment forms with their department. No instructor will be permitted to teach until all required forms are returned and the instructor has been entered in the University payroll system.

**UCSD Faculty.** Faculty and lecturers who hold a teaching appointment at UCSD during the current academic year do not need to submit additional paperwork.

**UCSD Graduate Students.** Graduate students proposed to teach an upper-division course must have advanced to candidacy by January 6, 2011. Departments must submit the following to Summer Session: an Associate-In Exception Form; current Curriculum Vitae; a copy of the graduate student's approved Advancement to Candidacy form; the student's evaluations; and a memo addressed to the dean of the Office of Graduate Studies supporting the nomination. Summer Session will forward these documents to OGS for approval. All requests for graduate students teaching upper-division courses should be received in the Summer Session business office by May 18 for Session 1 and June 15 for Session 2. OGS will consider requests received after those dates only by exception.

## **Instruction** *continued...*

Students participating in the SGTF (Summer Graduate Teaching Fellows) program need to follow guidelines posted at <http://academicaffairs.ucsd.edu/ug-ed/init/sgtf/>.

**Visiting Faculty.** Approval from the Vice Chancellor of Undergraduate Education is required. Departments should submit the following documents to Summer Session for all proposed visiting faculty: current Curriculum Vitae; an academic biography and bibliography (BIO/BIB); prior teaching evaluations; and a cover letter from the academic department chair. The cover letter should fully support the candidate's qualifications; the reasons for the faculty selection; and a recommendation for their summer salary, which should be based on a rate equitable with current UC faculty. The course salary paid by Summer Session will be based on the rate approved by the Associate Vice Chancellor-Undergraduate Education. The amount approved may be different from the visiting instructor's salary at his or her home campus.

UC policy does not permit payment of travel or housing expenses for visiting Summer Session faculty. It is recommended that International visitors have health insurance coverage while in the United States. Contact the UCSD Human Resources Benefits Division at (858) 534-2816.

If an instructor is not a U.S. citizen, they must hold a valid visa authorizing employment prior to the start of instruction. If a visa is needed, contact the UCSD International Center at (858) 534-3730. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. UCSD can only employ and compensate those legally authorized to work in the U.S.

- ***Compensation & Teaching Agreements***

**Standard Compensation.** Summer Session compensation is based on the instructor's nine-month teaching salary at UCSD as of June 30, 2011, exclusive of administrative stipends, above-scale payments, staff appointments, increases in pay effective after June 30, 2011, or other compensation. The maximum salary is \$10,000 per course, not including any bonuses.

Course salaries are calculated as follows: if enrollment in a course is 15 or greater on June 8 for Session 1 and July 6 for Session 2, the instructor may be paid the full course salary (8.5% of the academic year teaching salary, to a maximum of \$10,000); if enrollment is 14 or fewer, a contingent appointment will be paid at a per-student rate of \$100 per unit, not to exceed the full course salary or the maximum of \$10,000.

Annual salary rates are subject to confirmation by the Summer Session Office.

## Instruction *continued...*

In Fall 2008, requirements were put into place for recalling emeriti faculty. A request must be submitted to the SVC via the department's dean. The dean should then endorse the request and send it to Academic Compensation for approval. After it has been signed off by the Chancellor and returned to Summer Session, the appointment letter is sent to the instructor. Compensation is based on the annual teaching salary at retirement, with appropriate range adjustments, to a maximum of \$10,000 per course.

Visiting faculty compensation cannot exceed the salary established for UCSD faculty members with the same rank and teaching assignment and is based on appropriate personnel policy.

The following formula is used to determine the instructor's standard compensation:

**One** 3-6 unit course in one Session is a 50% appointment  
= 8.5% of nine-month salary, not to exceed a maximum of \$10,000 per course.

**Two** 3-6 unit courses in one Session is a 100% appointment  
=17% of nine-month salary, not to exceed a maximum of \$10,000 per course.

Instructor compensation is pro-rated for 1-2 unit courses.

***Contingent Compensation.*** Instructors teaching courses with low enrollment often will be offered a compensation agreement that is contingent on actual enrollment. Contingent salaries are based on a \$100 per unit per-student rate up to the calculated full course salary, to a maximum of 8.5% of their nine-month salary or \$10,000 per course, whichever is less. Contingent salaries are determined on June 8, 2011 for 1<sup>st</sup> and Special Sessions and on July 6, 2011 for 2<sup>nd</sup> Session.

Graduate students are not offered contingent compensation, in compliance with Article 23 of the UAW contract.

***Compensation Policies and Limits for UCSD based Instructors.*** University of California faculty members are limited to a maximum of 3/9 of their nine-month salary for all activities engaged in during the three-month summer period. It is the faculty members' responsibility to ensure that their research, summer teaching and other forms of support (faculty fellowships, etc.), enrollment bonuses, do not exceed the limit. Maximum compensation allowed for teaching Summer Session is 33% of an instructor's nine-month academic year salary.

Formula: *Annual teaching salary/9 months x 3 = 33% maximum summer compensation*

Example:

\$61,200 Annual teaching salary/9 months = \$6,800 x 3 = \$20,400 ***maximum summer compensation***

\$61,200 x 8.5% = \$5,202 course salary x 3 courses = \$15,606

\$20,400 maximum summer compensation - \$15,606 for 3 courses = \$4,794 for 4<sup>th</sup> course



## **Instruction** *continued...*

UCSD faculty teaching in Summer Session may teach a maximum of two 3-6 unit courses in one session to earn up to 17% of annual salary, and a maximum of two courses in each of the first and second sessions to earn up to a maximum of 33% of their nine-month salary, provided the salary does not exceed \$10,000 per course.

Courses taught for shorter or longer periods of time (non-five week courses) are held to the same payroll policies. Instructors adjust class-meeting times to meet the required contact time of a minimum of 30 hours for a typical four-unit lecture course.

Instructors with UCSD Staff or Research titles must follow Academic Personnel guidelines for teaching Summer Session courses.

For UCSD faculty, the relevant compensation policies for Summer Session teaching are set forth in APM 660, 661, and 662, as well as PPM 230-43.

**Payment.** Payroll checks are issued on August 1 for Session I and September 1 for Session II. Courses taught in special sessions are assigned a payroll date of August 1 or September 1 depending on the course end date. Summer compensation is subject to all usual deductions. If an instructor has not opted for direct deposit, a payroll check will be mailed to the instructor's home department; instructors are responsible for arranging for pick-up with the department. Questions regarding payroll should be directed to the Academic Department representative first and then to the Summer Session business services manager, (858) 822-5064.

**Taxes.** The tax rate for compensation during summer depends on appointment type and DCP (Defined Contribution Plan) eligibility.

- Summer Session faculty with a 9/12 appointment are subject to supplemental wage taxes and are taxed at a flat rate of 25% for federal and 6% for state.
- Summer Session faculty with a concurrent fiscal-year appointment (11/12) will be taxed based on W-4 allowances and the standard monthly tax tables. Please note: this may place an instructor into higher Federal and state tax brackets, resulting in a greater rate of tax withholding. This is due to the respective tax agency's regulations that do not allow any consideration for summer salary being seasonal. It is recommended that instructors consult an outside financial advisor to assist them in making any changes to their W-4 withholding allowances to avoid excess tax withholdings.

**DCP.** Compensation that many academic appointees receive for Summer Session is not considered covered compensation for determining UCRP benefits. Therefore, the Defined Contribution Plan contains a provision to provide employer and employee contributions

## Instruction *continued...*

to the Pretax Account based on eligible summer salary. The total contribution rate is 7%, comprising an employee pre-tax contribution of 3.5% and employer pretax contribution of 3.5%. For more information please see the Defined Contribution Plan Summary Description at the following link:

[http://atyourservice.ucop.edu/forms\\_pubs/spd/dcpspd.pdf](http://atyourservice.ucop.edu/forms_pubs/spd/dcpspd.pdf)

**Benefits.** In general, most faculty members are not eligible for benefits during summer. Benefits are based on an eligible appointment or hours worked. Summer Session appointments are not considered benefits-eligible appointments. The hours worked during Summer Session do not contribute towards the hours required to maintain benefits eligibility. Faculty with a regular, ongoing benefits eligible appointment will continue to receive benefits during the summer. However, faculty and lecturers with regular appointments that end on June 30 will not receive benefits for their Summer Session appointment. COBRA and the benefits bridge are available as options to continue benefits.

For more information on benefit eligibility, please contact the benefits representative assigned to your vice chancellor area. For a complete list of benefits representatives, visit <http://blink-prod.ucsd.edu/Blink/External/Topics/Policy/0,1162,2614,00.html>.

- ***Instructional Guidelines***

Instructors are expected to prepare course materials at least one week prior to the first day of the class. Preparation includes a syllabus, course outline, and handouts ready to distribute to students at the first class meeting. A copy of the course syllabus is due to the academic department prior to the beginning of instruction.

Summer Session courses are governed by the same academic policies and requirements as those offered during the Fall, Winter, and Spring quarters. Summer Session publications emphasize that courses taught in Summer Session are academically rigorous and presented at an accelerated pace. Summer Session and the Academic Senate Committee on Educational Policy rely on faculty to uphold the same academic standards for Summer Session courses as they do for the same courses taught during the regular academic year.

***Visiting Student Preauthorization.*** All student accounts are reviewed by the Registrar's Office to ensure that students enrolled in courses have the proper prerequisites and class standing for enrollment in that course.

When visiting students create an account in the UCSD computer system, they are created as freshmen. This means that they have no prerequisites on file and do not have upper division standing. If a visiting student wishes to enroll in a class with prerequisites or that is upper division, that student must contact the academic department offering the course and ask to be preauthorized to enroll. Whether and under what criteria a department authorizes visiting students to enroll is the decision of the authorizing department.

## Instruction *continued...*

**International Students.** International students that are not currently matriculated at UCSD must contact Extension in order to enroll in summer courses.

<http://extension.ucsd.edu/department/elp/coursesprograms/index.cfm?vAction=summersession>

All matriculated students, even those who are international or out-of-state may enroll in Summer Session directly through WebReg. For more information please contact: Stasi Chase, Student Services Manager  
(858) 534-8277

**Add/Drop and Withdrawal.** The Add / Drop and Withdrawal policies for students follow the same rules as during the Fall, Winter, and Spring quarters and are adjusted to a five-week calendar. It is helpful to students if you remind them of the policies and the deadline dates at the first course meeting. See deadline calendar at <http://summersession.ucsd.edu>.

**Auditing.** Auditing is discouraged and may only occur with permission of the instructor. Students auditing a class do not contribute to enrollments for contingency-based compensation or bonus funding to the instructor. The instructor is not obligated to devote time to the work of individuals not officially enrolled in the course. All persons auditing are required to abide by University policies and campus regulations.

**Course Enrollments and Cancellation for Non-Payment.** Students that do not pay fees by the deadline may be cancelled for non-payment. If students have decided they no longer want to be enrolled, students are strongly encouraged to drop the course via WebReg. If students late add a course, they are expected to pay fees in full right away.

**Course and Instructor Evaluations.** Course and instructor evaluations are managed by Course and Professor Evaluations (CAPE) office. CAPE is online. Students are emailed a unique link for each of their courses during week four and the link is only available for a few days. Instructors are encouraged to remind their students to participate.

CAPE provides a summary of responses by course to instructors and departments. Please contact the CAPE director at [CAPE@ucsd.edu](mailto:CAPE@ucsd.edu) or telephone (858) 534.2668 for more information.

**Course Enrollments and Class Lists.** Course enrollments and class lists of enrolled students are available using the campus Schedule of Classes via <http://TritonLink.ucsd.edu>. Instructors can view course enrollment lists, download information, and send e-mail messages to class lists (rosters) and wait lists. All users must log on using their ISIS or Darwin user ID and password. To obtain a user ID and password, contact your department security administrator. Visiting faculty and Graduate Student instructors are not eligible for a user ID and password, and therefore need to contact their department for assistance.

## Instruction *continued...*

**Course Prerequisites.** Course prerequisites help guide students to choose the appropriate level course. Summer Session recommends that instructors make clear at the first course meeting the specific approved requirements for the course, the level at which the course will be taught, and the grading policy. Non-UCSD (visiting) students should be held to the same standards and are required to meet the prerequisites for each course. Refer to the chart at <http://summersession.ucsd.edu>.

**Course Syllabus.** Course syllabus is required and must be distributed to students at the first class meeting.

**Additional meetings.** Required discussion or lab meetings per the CEP course approval need to be scheduled and provided to the Registrar's Office so they are available at the Schedule of Classes.

**Final Examination.** If your course requires a final examination, students may not be excused from an assigned final examination. Midterms and final examinations must be given according to the published date and time. The Registrar's Office sets the schedule for final examinations. The schedule is available at the Schedule of Classes when enrollment begins however the classroom location for the final examination is not posted until the fourth week of each session. Final examinations are not scheduled on the same day of the last class period and cannot be given during the last class period. Policy on Examinations -- Includes religious accommodation, final and midterms examinations can be found at <http://www-senate.ucsd.edu/committees/cep/policychanges/midterm.htm>.

**Office Hours.** Office hours are required of Summer Session instructors. An announcement to students of the hours and location at the first course meeting is recommended.

**Waitlists.** Waitlists are created when student enrollment exceeds classroom capacity or if a course has limited enrollment. There is an automated procedure that enrolls a waitlisted student in a course when a space becomes available. A week prior to the start of the session, the automated waitlists will be turned off. This is to ensure students have time to pay their fees and are not cancelled from their classes before the session begins. Academic departments will need to manually handle their waitlisted students until the automated feature is turned back on during the first week of the session. Contact your department for more details.

# Grading

**Grading Policy.** Students are expected to complete all assignments, take all examinations, regularly attend classes and submit all work by the end of the session.

**Grade Reports** are produced by the Registrar's Office. When the grade reports are available, departments pick them up from the Registrar's Office and put them in the instructors' mailboxes. Instructors are required to report grades following the Registrar's instructions for notations and return to the Registrar's Office within 72 hours of the final examination.

The work of students will be reported in terms of the following grades:

| <b>Grade</b> | <b>Grade Points Per Unit</b> | <b>Interpretation</b>  |
|--------------|------------------------------|--|
| A+, A, A-    | 4.0, 4.0, 3.7                | Excellent  |
| B+, B, B-    | 3.3, 3.0, 2.7                | Good   |
| C+, C, C-    | 2.3, 2.0, 1.7                | Fair   |
| D            | 1.0                          | Poor (barely passing)  |
| F            | 0.0                          | Fail   |
| P            | 0.0                          | Pass (C- or better, assigned to undergraduate students only.)    |
| S            | 0.0                          | Satisfactory (B- or better, assigned to graduate students only.) |
| U            | 0.0                          | Unsatisfactory (Below B-, assigned to graduate students only.)   |
| I            | Incomplete                   | (See Incomplete information below.)                              |

The grades A, B, and C may be modified by plus (+) and minus (-) suffixes. The 'I' grade may be assigned to a student's work when the work is of non-failing quality, but is incomplete for valid cause (illness, for example). The deadline for filing a request for an Incomplete shall be no later than the first working day after the final examination date.

The instructor shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than the last day of the finals week in the Fall quarter. If not replaced by this date, the 'I' grade will lapse into an 'F' grade. The instructor may neither agree nor require that the student wait until the next time the course is offered in order to make up incomplete work, but must make individual arrangements for the timely completion of the work.

Student grades are available on TritonLink (<http://TritonLink.ucsd.edu>) approximately 10 days after the session has ended.

- ***Policy on Academic Integrity***

***Actions to Help Prevent Cheating.*** When preparing and planning exam procedures, try to use methods that discourage cheating. Most students appreciate an instructor's efforts to make the testing situation fair to all. Most cheating on exams is through "wandering eyes," whispering, and "crib sheets." The following list is intended to make instructors more aware of the potential for cheating on course examinations and to suggest methods for preventing it.

1. Tell students at the first course meeting that cheating is not tolerated, and that rules on academic integrity will be enforced.  
<http://www-senate.ucsd.edu/manual/Appendices/app2.htm>
2. Use alternative forms of exams with scrambled orders of questions. Color coding exams is useful for distributing exams and making sure they are handed out correctly.
3. To prevent "ringers" (persons hired to take an exam), require photo identification and student signatures on exams. Be sure to note this in the syllabus and instruct students in advance to bring a photo ID to all examinations.
4. To foil the "lost exam gambit," require students to sign an attendance sheet when they turn in their exams. Also, count those present at the exam carefully to make sure the number of students agrees with the number of exams.
5. All books and notes should be placed out of sight, not on the seat between students.
6. When exam "blue books" are used, have students turn them in prior to the exam for stamping and random distribution, or have students begin on a certain page.
7. Supply "scratch paper" if needed.
8. Consider using an open-book exam. Alternatively, allow students to bring certain defined materials of their own to the exam. For example, allow students to bring one 8.5 x 11 sheet of notes.
9. If re-grading of exams is permitted, photocopy exams and quizzes (or at least a sample of them) before they are returned to students to prevent altered answers.
10. Maintain adequate security at all times for storage of exams, grade books, and grade rosters. These items should be kept in locked cabinets, desks or files.
11. Departments should maintain security of exams and materials used in preparing and duplicating exams. There are a few documented cases - and many apocryphal tales - about the theft of exams from department offices and trash bins. If you suspect a student of cheating, refer to the UCSD Policy on Integrity of Scholarship.  
<http://www-senate.ucsd.edu/manual/Appendices/app2.htm>

# Campus Services

## Academic Computing Services

Bookstore

Food Service

Housing

Identification Cards

## Insurance Programs

Library

Media Services

Parking & Transportation

Price Student Center

## Recreation

**Academic Computing and Media Services (ACMS).** ACMS offers a wide array of services including 600 workstations of various types available across campus in public areas, computer laboratories, and libraries. A wide variety of software is available on various platforms. For more information call (858) 534-2267. <http://acs.ucsd.edu>.

**Bookstore.** The Bookstore is an academic resource for the students, faculty, staff, and guests of the University. It is located in the center of campus in the Price Center and is open from 8:00 a.m. - 6:00 p.m. Monday through Friday, from Noon - 5:00 p.m. on Saturday, and closed Sunday. For more information call (858) 534-7326. <http://bookstore.ucsd.edu>.

**Food Service.** Food service is available at several on-campus cafeterias and snack bars. Please the following website for a current listing. <http://hds.ucsd.edu>

In addition, the Cecil and Ida Green Faculty Club, located just east of the Muir campus, provides a lively atmosphere for faculty and staff to exchange new ideas or simply enjoy a tasty repast. Non-members may be issued a temporary card by declaring their Summer Session status. Payment for meals is made by cash, credit card or Dining Plus Card. Lunch is available between 11:30 a.m. - 2:00 p.m. For more information call (858) 534-0876.

**Housing.** On-campus housing can be arranged through the Conference Services Office (858) 534-4220. Off-campus housing can be arranged through the Housing Office (858) 534-3670, which offers information and listings on homes and apartments to rent in the surrounding community. <http://hds.ucsd.edu>

**Identification Cards.** A card enables an instructor to check out materials from the library, write personal checks at the bookstore, use photocopier machines, and receive discounts on various cultural and recreational activities. UCSD faculty may continue to use their permanent picture ID cards for the summer. New or replacement cards are available at Student Business Services. <http://blink.ucsd.edu/HR/services/new/cards/>

**Insurance Programs.** Insurance programs continue in the summer for faculty enrolled in the University of California health and life insurance programs during the fall, winter, and spring quarters. Those who are not members and International visitors are encouraged to seek health insurance coverage during the summer. Contact UCSD Human Resources Employment Insurance (858) 534-2816.

**Library.** Geisel Library has recorded hours announced at (858) 534-3837. To reserve classroom materials or for more information, call (858) 534-3336. The libraries are closed on holidays (July 4 and September 5, 2011). The Special Collections, Art and Architecture, Biomedical, Science and Engineering Libraries, CLICS (Center for Library and Instructional Computing Services), Playback Center, Medical Library, Scripps Library, and IR/PS Library

## Campus Services *continued...*

(International Relations and Pacific Studies) are open during the summer.

<http://libraries.ucsd.edu>

**Media Services.** Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and wired microphones. Laptop computers can be connected to the system with VGA audio and network cables located in the front under the chalk board. For more information visit <http://mediacenter.ucsd.edu> or call (858) 534-5784.

**Parking & Transportation.** A parking permit or fee is required to park on-campus Monday through Friday, 7:00 a.m. – 11:00 p.m. On weekends, campus parking is free in unrestricted “S” yellow, “B” green, and “A” red, and metered spaces. At Scripps Institution of Oceanography a SIO parking permit or fee is required Monday through Sunday from 7:00 a.m. – 11:00 p.m. Permits may be purchased at the Transportation/Parking Office.

Parking rates for summer will be available by June 2011. Permits are sold by session dates. Instructors may purchase a permit for Session I and/or Session II. Please note that each permit has an expiration date.

For parking permit information, contact a service representative in the Transportation and Parking Office, (858) 534-4223. <http://parking.ucsd.edu>.

**Price Center.** The Price Center is located south of the Geisel Library and provides many resources and services for faculty. The center has a pizza pub; wine and beer are served, several fast food restaurants, and a coffeehouse. Outdoor seating is available. The UCSD Bookstore and Box Office are located conveniently at the Center as well.

The U.S. Post Office and the Sunshine Store are located in the expanded area of the Price Center with the expansion offering more restaurant choices and indoor seating.

<http://www.ucsd.edu/portal/site/ucsd/menuitem.e25088fc289ee30b4bb91c8ad74b01ca/?vgnxtoid=fa4ed2905bd14110VgnVCM10000045b410acRCRD>

**Recreation.** Recreational opportunities are available at the Recreation, Intramural and Athletics Complex (RIMAC). Other sports facilities at UCSD are scheduled for use by recreation programs and for unstructured open recreation. These include two gymnasiums, multipurpose rooms, exercise rooms, a sauna, a jacuzzi, tennis courts, indoor rock climbing facilities, sand volley ball courts, weight training rooms, a 25 yard indoor pool, two 50-meter outdoor pools, competitive diving facilities, an all weather track and field stadium, and track and cross-country fields. Call (858) 534-4037 for more information.

<http://recreation.ucsd.edu>