

## **5.4 Summer Session Course RFP**

**What:** The SDC encourages summer session courses which benefit students and faculty alike. To facilitate the process, proposals are solicited for those interested in offering courses during summer session. The leadership team will work to support as many viable courses as possible considering available resources, facilities limitations, and redundancies, and will make recommendations in conjunction with the director. The director makes final decisions regarding delivery and staffing of all summer courses.

**Due:** Proposals will be due according to the type below (submit to academic program manager):

1. Proposals that involve faculty-led, international summer travel are due by May 1 for the following summer (i.e. May 1, 2018 for faculty-led international summer travel in summer 2019). All faculty-led, international summer travel courses must work with International Programs if approved. The deadline to develop a summer study abroad course through International Programs at WSU is July 1.
2. All other proposals are due by December 1 for the upcoming summer (i.e. December 1, 2017 for summer 2018).

**Response:** For proposals under item 1, decisions are ordinarily announced by May 15. For proposals under item 2, decisions are ordinarily announced by December 15.

**Eligibility?** All SDC faculty are eligible to submit a proposal. Proposals from qualified non-WSU personnel may be considered as well.

**Format:** Please provide a one-page proposal as indicated below, depending upon the type of course you'd like to teach.

**SDC 100, 120, 140, or regularly taught program-specific courses:**

1. Please identify any pre-existing summer session courses you are interested in teaching and indicate details to include:
  - Proposed summer session (see <https://summer.wsu.edu/> for session dates);
  - Course prefix, number, title, number of credits, meeting days per week, and hours per meeting day (see <http://catalog.wsu.edu/> for courses);
  - Minimum and maximum enrollment limits and deadlines.
2. Provide information regarding your availability during the various summer sessions and any specific needs you foresee (e.g. classroom size/location; SDC shop or other specialized facility use; technical support, travel or delivery of course outside of Pullman, etc.).
3. Given that all summer session courses are self-supporting, are you willing to deliver based on a negotiated salary if the course does not have enough students to fully finance faculty salary and benefits (i.e. "to make")? Contact the administrative manager with specific questions.

*New courses, elective courses, or faculty-led travel courses:*

1. If you are proposing a summer course for the first time, an elective course that may have been previously delivered, or a faculty-led travel course, please provide the following:
  - Proposed summer session (see <https://summer.wsu.edu/> for session dates);
  - Course prefix, number, title, number of credits, meeting days per week, and hours per meeting day (see <http://catalog.wsu.edu/> for courses);
  - Minimum and maximum enrollment limits and deadlines.
2. Provide a brief justification for the proposed course (why should this be delivered?).
3. Provide a synopsis of the course and a week-by-week outline of class topics, readings, etc.
4. Course method(s): (lecture; studio/making; design-build; computation; data analysis; group projects; other) and course format: (seminar; lecture; workshop; guest lectures; field trips; other).
5. Course delivery: (distance or traditional delivery). For distance delivery, provide detailed description of delivery system and support needs.
6. Describe any and all special needs for the course: (classroom size/location; SDC shop or other specialized facility use; technical support, etc.).
7. Identify and justify/demonstrate the market for the course: (e.g., who are your target audiences, how do you intend to reach them, and what is your expected enrollment?).
8. Detailed budget and expenses (for courses that involve international or domestic travel).
9. Given that all summer session courses are self-supporting, are you willing to deliver based on a negotiated salary if the course does not have enough students to fully finance faculty salary and benefits (i.e. "to make")? Contact the administrative manager with specific questions.

**Other Considerations:**

1. In addition to your proposal, please submit a promotional flyer that would be used to advertise the course should it be approved for offering.
2. Faculty interested in teaching similar courses are encouraged to develop collaborative proposals in the effort to avoid redundancy and maximize student enrollment.
3. Students will begin registering for summer courses on March 1.
4. Consider establishing deadlines for when a course will "make" or will be canceled, and include this information on your promotional flyer to encourage early enrollment.
5. If the course is delivered outside of Pullman, instructor travel or accommodations need to be factored in and any "loss" may not be covered by the school or the program.
6. Are there any costs for students outside of tuition? If so, please indicate how that is going to be covered and include the agreed upon budget (i.e. through instructor salary, program funds upon approval by school administration, established course fee, etc.).
7. Is this course open to students outside of the SDC? If so, how do you plan to recruit?