

# UNIVERSITY OF CALIFORNIA, SAN DIEGO

## 2019 SUMMER SESSION GUIDEBOOK



Welcome!

This guidebook is designed to provide departments and Summer Session faculty with information regarding the Summer Session program. Please note: the content in this guidebook does not supersede University policies or procedures.

The goal of UC San Diego Summer Session is to integrate course offerings with the academic year curriculum to ensure sufficient lower division and major-specific courses are offered so students can graduate in a timely manner. About ninety-five percent of the 20,000 summer enrollments are UC San Diego 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 UC San Diego undergraduate student body.

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

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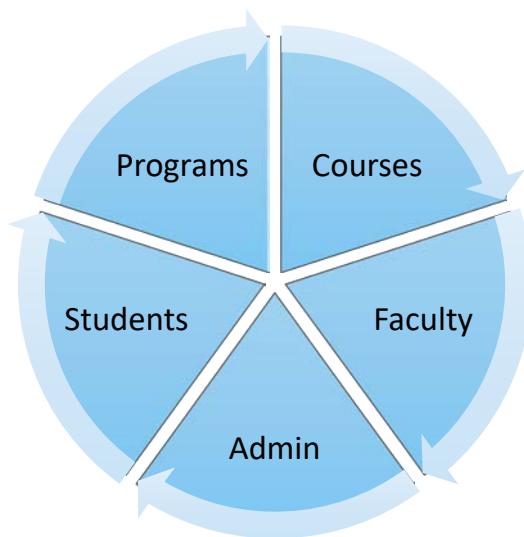
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# MISSION STATEMENT

The Mission of UC San Diego Summer Session is to provide:

1. Core courses needed by students for graduation from the University of California
2. Intensive and innovative academic programs not easily offered during the academic year
3. Opportunities for ladder-rank faculty to teach in areas of student need, and 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>

General Phone: (858) 534-5258

Fax: (858) 822-2619

Mailing Address: UC San Diego Summer Session, Mail Code 0079

Office Location: Science and Engineering Research Facility (SERF) Building (Rooms 120-122)

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Please note: The content in this handbook does not supersede University policies or procedures.

# INTRODUCTION & 2018 RECAP

UC San Diego Summer Session is proud to begin its 48<sup>th</sup> year of offering a rich academic program for incoming, continuing, and visiting students.

Summer Session works with academic departments and campus student services to ensure a wide selection of courses is offered during optimally scheduled times and in appropriate campus classrooms.

Students enjoy a small-campus environment while completing courses required for graduation, enriching their education by exploring new subjects, or making up course deficiencies. Most students enjoy the accelerated pace, evaluate the faculty positively on CAPEs, and expect to graduate in a timely manner.

Summer Session 2018 had 11,037 students and 22,759 enrollments in over 500 courses from more than 40 departments and programs. Summer students use WebReg (TritonLink) to enroll in courses. Non-UCSD students used the online application through the Summer Session website to obtain enrollment access to WebReg.

## 2018 Summer Programs

### Summer Success Programs

Summer Success Programs (SSP) are institutional programs for pre-matriculated incoming students in the fall quarter. For Summer 2018, there were 700 participants in Summer Success Programs. The following programs participated this summer: Summer Academy in the Arts & Humanities (PATH), Summer Bridge, Summer Engineering Institute, Triton Edge, Triton Freshman Scholars, and Triton Sophomore Scholars. They are overseen by the Summer Success Programs Steering Committee, chaired by Gabriele Wienhausen.

For more information about Summer Success Programs, please see the [Summer Success Programs Overview](#).

### Study Abroad

Programs such as Travel Study and Global Seminar are UC San Diego faculty-led study-abroad courses. For more information, see the following handbooks:

[Global Seminar Handbook](#)

[Travel Study Handbook](#)

### Summer Scoop

The [Summer Scoop](#) is a weekly newsletter to our campus faculty and staff, keeping them apprised of Summer Session-related updates, reminders, trainings, and deadlines. Email [summer@ucsd.edu](mailto:summer@ucsd.edu) to subscribe.

### Campus Services

Many campus facilities are available during the summer, such as Geisel Library, Price Center, Student Center, Bookstore, Housing Dining Hospitality, Parking & Transportation, Recreation, Student Health Services, computer labs, printers, and study locations. Summer Session textbooks are available in the Bookstore two weeks before Summer Session classes begin.

The Teaching + Learning Commons offers year-round services for students and faculty. In addition to providing academic tutoring and support for students, the Engaged Teaching Hub offers weekly workshops, teaching consultations and classroom observations for Summer Session instructors. To find out more, visit [commons.ucsd.edu](http://commons.ucsd.edu).

## Course Scheduling

Classes are scheduled throughout the morning, afternoon, and evening. Most courses are offered during the five-week sessions, with a few in shorter or longer sessions.

A few programs are scheduled to meet off campus, including Travel Study, Global Seminars, and other special groups.

# Welcome to 2019 Summer Session

OFFICE OF THE DEAN OF UNDERGRADUATE EDUCATION -  
ACADEMIC AFFAIRS

October 1, 2018

COLLEGE PROVOSTS  
GENERAL CAMPUS DEPARTMENT CHAIRS  
GENERAL CAMPUS PROGRAM DIRECTORS

SUBJECT: Call for Course Proposals – 2019 Summer Session

I write to invite General Campus colleges, departments, and programs to submit proposals for Summer Session 2019 courses. Student interest in Summer Session continues to hold strong, with approximately 11,000 students and more than 23,000 enrollments in 2018. I hope that you will encourage your faculty - both those who have previously taught in summer and as well as those who have not - to teach Summer Session courses that complement the academic year curriculum. Graduate students who have advanced to candidacy are eligible to teach lower division courses as Associates-In.

It is particularly important that units consider offering classes that have waitlists, or are otherwise impacted, during the academic year. Making these courses available in summer can help our students improve their time to degree.

In addition to proposed summer courses, we would also like to know of already approved off-campus courses (e.g. Global Seminars and Travel Study).

There will be two five-week summer sessions: July 1 – August 3, 2019 and August 5 – September 7, 2019. For 2019, we will use the Instructional Scheduling Assistant for summer course scheduling. The deadline to submit course proposals is Wednesday, November 14, 2018. (*date change effective 10/11/18*)

The success of Summer Session depends greatly on the interest and participation of departments and individual faculty. The Director of Summer Session will be in touch providing more details and highlighting any changes for Summer 2019. The Summer Graduate Teaching Scholars program will continue for Summer Session 2019; please look for the call for nominations in a separate email.

If you have any questions about the Summer Session program, please contact Director Becky Arce ([barce@ucsd.edu](mailto:barce@ucsd.edu) or x47074).

I hope for wide participation in Summer Session 2019.

John C. Moore  
Dean of Undergraduate Education  
University of California, San Diego  
9500 Gilman Drive  
La Jolla, California 92093-0001  
Phone: 858-822-4358



## 2019 Summer Session - Getting Started

Building the Summer Session program involves a partnership between Summer Session, academic departments, and the Registrar.

The process begins with academic departments.

1. Academic departments log into the Instructional Scheduling Assistant (ISA) to view their classes from last summer, or start with a blank slate.
2. Departments schedule their classes in the ISA, and submit to Summer Session for review.
3. The Summer Session Steering Committee - which consists of the Dean of Undergraduate Education, faculty from each campus division, student representatives, and the Summer Session team – meets in December to review and approve 2019 Summer Session courses.
4. Summer Session notifies academic departments which courses were approved for 2019.
5. Summer Session works with academic departments to hire faculty, build the Schedule of Classes, and manage payroll.

## Summer Session Annual Workflow

<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>
Call for Course Proposals	Course Proposals Due	Advisory Committee Meeting	Preview of Classes posted  Approved Courses set up in system	Classrooms Assigned  Faculty teaching Appointment Letters Sent out	Courses Available on TritonLink
<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
Students Begin Enrollment	Enrollment Management of Waitlists  Student Fees Assessed	Session 1 Classes Begin  Fees Due	Students: Add/Drop Courses  Faculty Pay Day (Session 1)	Session 2 Classes Begin  Fees Due  Faculty Pay Day (Session 2)	Sessions End  Reporting Begins

# What's New for 2019

## COURSES

- Departments will use [the Instructional Scheduling Assistant \(ISA\)](#) to schedule Summer Session 2019 courses.
- Reminder to plan ahead – campus is closed on the Independence Day (July 4<sup>th</sup>) and Labor Day (September 2<sup>nd</sup>) holidays. Please schedule any make-up sessions before your courses are posted on the Schedule of Classes.

## FACULTY

- Maximum course salary has increased from \$10,000 to \$12,000.
- ASES has been renamed the IA System. [Departments will submit Associates-In appointments through the IA System for approval.](#)

## STUDENTS

- Applications for enrollment in Special Studies Courses will use [EASy \(Enrollment Authorization System\)](#).
- New deadlines for dropping Summer Session courses with a “W” will be set at third week. A “W” will now be assigned if an undergraduate student drops a Summer Session class between the following dates:  
Session 1: July 13-19  
Session 2: August 17-23

## PROGRAMS

- Summer Session is supporting the campus-wide [Strategic Academic Program Development \(SAPD\) initiative](#).
- 2019 Success Programs are pending EVC approval.

## ADMINISTRATIVE INFO

- The Summer Session office has moved to the SERF (Science and Engineering Research Facility) building. The SERF building is EAST of the Price Center, and Summer Session is located on the first floor (Rooms 120-122).
- Summer Session 2019 reports will use third-week enrollment data.  
Previously, Summer Session reports used end-of-term data. You will see this change reflected in the Five-Year Enrollment Report.
- Coming soon – a new [summer.ucsd.edu](http://summer.ucsd.edu) website.  
To support all of the summer programming offered by UC San Diego faculty, the current Summer Session website, [summer.ucsd.edu](http://summer.ucsd.edu), will be redesigned with a broader focus. The new website will include information for Summer Session, as well as Success Programs, SAPD programs, and enrichment (non-credit) programs. The Summer Session specific website will be relocated to [summersession.ucsd.edu](http://summersession.ucsd.edu).
- Keep up with the latest Summer Session news in the Scoop.  
Stay up-to-date with deadline reminders and any updates by subscribing to The Summer Scoop – a weekly newsletter sent out by the Summer Session office.

[Click here to view past versions of The Summer Scoop on the Summer Session website](#)

[Click here to subscribe](#)

## 2019 Session Dates

All courses offered during the summer term for summer session credit are required to be scheduled in one of the following sessions. These dates are approved by the Office of the Registrar.

5 Week Sessions		Full Salary vs. Contingency (1 <sup>st</sup> Snapshot)	Bonuses Calculated & Final Salary (Final Snapshot)
Session 1	July 1 – August 3	June 5, 2019	July 8, 2019
Session 2	August 5 – September 7	July 10, 2019	August 12, 2019

Special Sessions	
3 Weeks	July 1 – July 20 July 22 – August 10 August 12 – August 31
8 Weeks	July 1 – August 24
10 Weeks	July 1 – September 7
14 Weeks Restricted Session ( <i>year-round programs only</i> )	June 17 – September 20

For the complete Summer Session 2019 Operational Calendar, or refer to the [Operational Calendar](#) on the Summer Session website.

## 2019 Summer Session Operational Calendar

- Note: Dates are subject to change.
- Dates for Special Session courses are not included. Contact the Summer Session office for specific courses.

Date	Courses	Faculty	Students
October 1	CALL LETTER: Sent from Academic Affairs to academic departments for course proposals		
October 5		CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars	
December 5-6 TBD		TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files	
November 14		NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars Awards	
November 14	COURSE PROPOSALS: Due to Summer Session using Instructional Scheduling Assistant (ISA)		
December 10-14 TBD	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2018		
December 17	NOTIFICATION: Departments notified which course approve/not approved		
January 9	APPROVED COURSE LIST: For Summer Session 2019 updated on the Summer Session website	BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
January 30		Departments can begin APPOINTMENT FILE SUBMISSION to SharePoint for visiting faculty and to ASES for graduate students	
January 31	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office	INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	
February 1		ADVANCED TO CANDIDACY: Graduate Students must be advanced to candidacy to teach a summer course	

Date	Courses	Faculty	Students
February 22		Visiting Faculty – Appointment files should be submitted to SharePoint by this date.	
March 15	CHANGE REQUESTS: Last day for departments to submit course schedule change requests to Summer Session  Be sure to consider if makeup sessions are needed for the July 4 <sup>th</sup> and September 3 <sup>rd</sup> holidays.	Grad Students (Associates-In) – Appointment files should be submitted to IA System by this date.	
March TBD		TRAINING FOR DEPARTMENTS: Payroll (PPS) entries for Instructors of Record and Associates-In	
March 21	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment		
April 12		TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments for summer orders	
April 8 - 12			ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.
April 15			ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg.  WAITLIST BEGINS: For all Sessions.
April 19		TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders	
April 22			ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg
May 1 - 5			FINANCIAL AID APPLICATION: Summer application opens

<b>Date</b>	<b>Courses</b>	<b>Faculty</b>	<b>Students</b>
May 24		Graduate Division: Associates-In teaching upper-division, file submissions through ASES DEADLINE. After this date, Educational Policy Committee (EPC) approval is required.	
June 5		SESSION 1: First Enrollment Snapshot	
June 10	COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session		
June 22 (TBD)			Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
June 23			WAITLIST SUSPENDED: For Session 1 enrollment
June 24			BILLING DUE DATE: Session 1 & Special Session
June 27			ENROLLMENT CANCELLATION: For Special Session due to non-payment
June 28			ENROLLMENT CANCELLATION: For Session 1 due to non-payment
June 29			WAITLIST RESUMES: For Session 1 enrollment
June 30	SYLLABUS COPIES: Session 1 due to Summer Session		
<b>July 1</b>	<b>Session 1 Begins</b>		
July 1		INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers	
July 4	Holiday – Campus closed. No class meetings.		
July 3			WAITLIST ENDS: For Session 1 enrollment
July 5			COURSE REFUND DEADLINE: Session 1
July 8		SESSION 1: Final (2 <sup>nd</sup> ) Enrollment Snapshot	
July 10		SESSION 2: First Enrollment Snapshot	
July 12			SESSION 1 DEADLINE to CHANGE GRADING OPTION

<b>Date</b>	<b>Courses</b>	<b>Faculty</b>	<b>Students</b>
July 15	COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session		
July 19			SESSION 1 DEADLINE to DROP A CLASS WITHOUT a 'W' posted to transcript
July 16-23		PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Instructor of Record)	
July 29	FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes		
July 27 – August 3	CAPE: Evaluation period for Session 1		
July 26 (TBD)			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
July 28			WAITLIST SUSPENDED: For Session 2 enrollment
July 29			BILLING DUE DATE: Session 2
August 1		MONTHLY PAYDATE: 1st Summer Session payday	
August 2	eGRADES: For Session 1 open for initial submission at 8am		ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment
August 2-3			Session 1 Final Exams
<b>August 3</b>	<b>Session 1 Ends</b>		
August 4	SYLLABUS COPIES: Session 2 due to Summer Session		
<b>August 5</b>	<b>Session 2 Begins</b>		
August 6	eGRADES: For Session 1 closed for submission at 11:59pm		
August 7			WAITLIST ENDS: For Session 2 enrollment
August 9			COURSE REFUND DEADLINE: For Session 2
August 12		SESSION 2: Final (2 <sup>nd</sup> ) Enrollment Snapshot	
August 16-21		PAYROLL ENTRIES: Session 2 entries due in Timekeeping (Instructional Support) and PPS (Instructor of Record)	
August 16			SESSION 2 DEADLINE to CHANGE GRADING OPTION

<b>Date</b>	<b>Courses</b>	<b>Faculty</b>	<b>Students</b>
August 30	FINAL EXAMS: Session 2 classroom locations posted to the Schedule of Classes	MONTHLY PAYDATE: 2nd Summer Session payday	
August 31 – September 7	CAPE: Evaluation period for Session 2		
September 2	Holiday – Campus closed. No Class Meetings		
August 23			SESSION 2 DEADLINE to DROP A CLASS WITHOUT a 'W' posted to transcript
September 6	eGRADES: For Session 2 open for initial submission at 8am		
September 6-7			Session 2 Final Exams
<b>September 7</b>	<b>Session 2 Ends</b>		
September 10	eGRADES: For Session 2 closed for submission at 11:59pm		
October 31			PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/corrections to payroll accounts accepted after this date



# COURSES

Scheduling courses for Summer Session follows a different process than scheduling courses for Fall, Winter and Spring Quarters.

- Academic departments propose courses they want to offer in Summer Session.
- Summer Session approves courses with input from the Summer Session Advisory Committee.
- Summer Session, the Registrar, and Academic departments work together to build the Summer Session Schedule of Classes.

## Course Proposal Process

NEW For 2019! Departments will submit course proposals to Summer Session using the Instructional Scheduling Assistant (ISA). (Summer Session will not email Schedule Build spreadsheets to academic departments.)

### Instructional Scheduling Assistant (ISA)

#### What is the ISA?

The ISA is a new web-based application for departments, divisions and units to improve the class scheduling process. The ISA was developed as part of the process improvement efforts across campus.

#### Who can use the ISA?

- Department schedulers can use the ISA to schedule their Fall/Winter/Spring and Summer Session courses.
- Departments & faculty can use the ISA to manage instructor scheduling preferences and teaching acknowledgements.

#### Getting Started with the ISA

The ISA is available to all departments and programs at the following link:

<http://instructionalscheduling.ucsd.edu/>

Training documentation is available within the ISA in the upper right-hand user menu.

#### Additional Resources

PowerPoint slides from the ISA Demo on September 13<sup>th</sup> and 14<sup>th</sup> 2018

[https://docs.google.com/presentation/d/1eOmayJ1YK9k2sAKjUel5htkt7S9O\\_WHOadDcglWu0/edit#slide=id.p](https://docs.google.com/presentation/d/1eOmayJ1YK9k2sAKjUel5htkt7S9O_WHOadDcglWu0/edit#slide=id.p)

A recorded Zoom webinar for schedulers.

<https://www.youtube.com/watch?v=keRxKASVCJO>

A training video for instructors.

<https://www.youtube.com/watch?v=8Bzn4703FfY>

Upcoming ISA training events and office hours can be found here:

<http://academicaffairs.ucsd.edu/resource-admin/dad/isa/training.html>

To arrange additional in-person or classroom-style training for your schedulers or instructors, please contact Katie Frehafer at [kfrehafer@ucsd.edu](mailto:kfrehafer@ucsd.edu), or x43112.

1. The second week of October, Summer Session will email departments a link to the ISA, along with the Guidebook and the 5-year enrollment report.
2. Summer Session courses from 2018 are already in the ISA. Departments will use the ISA to modify their 2018 courses as needed to create their Summer Session 2019 proposed course offerings. (90% of Summer Session courses repeat.)
3. Departments will use the ISA to submit their proposed courses to Summer Session by **November 14, 2018**.
  - a. Note the ISA will prompt you to acknowledge that your MSO and Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) have endorsed your proposed courses. Email notifications will be sent accordingly when courses are submitted to Summer Session.

#### **Tips for Successful Summer Session Courses**

- Courses with a waitlist during Fall, Winter or Spring have high student interest during Summer Session.
- Check the Summer Session 5-year report. Courses with enrollment history of 15 or fewer students are at risk of being cancelled due to low enrollment.
- Only courses approved by the Educational Policy Committee (EPC) may be submitted and offered in Summer Session.

4. The Advisory Committee will meet in early December 2018 to review and approve all Summer Session 2019 courses.
  - a. SSAC contains faculty representatives from each division, student representatives from the Associated Students, and staff from Summer Session, Academic Affairs, and Academic Advising.
  - b. Criteria for course selection includes enrollment history and programmatic need.
  - c. Courses with fewer than 15 students enrolled the previous two summers will not be approved without special dispensation.
5. After Summer Session approves proposed courses, academic departments will log into the ISA to see which courses have been approved and denied.
6. Summer Session will send the Registrar a list of the approved courses.
7. A preview of approved Summer Session 2019 courses will be listed on the [summer.ucsd.edu](http://summer.ucsd.edu) website in January 2019.
8. Academic Departments work directly with the Registrar's Office on scheduling meeting days, times, and locations.
  - a. Once all of the course information is finalized in the ISA, departments will export a Schedule Build spreadsheet from the ISA and email it to the Registrar's Office by January 31, 2019.
  - b. Any changes to courses (additions or cancellations), sessions, or instructors should be made using the ISA and submitted to Summer Session for approval.
9. The Registrar's Office will send out "The Last Look" on March 13, 2019. Any requests for changes to the schedule must be made by March 15, 2019 in order for the change to be reflected when the Schedule of Classes goes live.
10. The Schedule of Classes will go live on March 21, 2019. Student Enrollment begins on April 15, 2019.

Note: After April 15<sup>th</sup>, it is more difficult to make changes. Students will already be enrolled in courses, which means extra steps are required.

## Required Course Information

Instructor	Faculty name and PID
Course Title and Description	All proposed courses must be previously approved by the Academic Senate - EPC and listed in the UC San Diego General Catalog. If a new course is proposed, a Request for Course Approval form must be submitted and approved by EPC prior to submitting a Course Proposal Form to Summer Session. A course subtitle must be provided for special topic courses.
Classroom Scheduling	If a specific classroom is needed for a course, be sure to include this information on the Course Proposal. If actual enrollment exceeds the size of the classroom, the Office of the Registrar will search for a larger classroom. If a classroom is needed for a discussion or review session, it must be requested on the Course Proposal. Schedule changes (dates and class times) are not permitted after March 15, 2019. Faculty are encouraged to check TritonLink for up-to-date scheduling changes.
Final Examinations	Final examinations must be given outside of the regular classroom time in accordance with the EPC course approval. Final examinations must not be held on the same day as the last class meeting per Academic Senate regulation. The Office of the Registrar assigns final examination periods. The schedule is available on the Schedule of Classes when enrollment begins, however the classroom location for the final examination is not posted until July 23, 2019 for Session I and Aug. 27, 2019 for Session II.
Course Calendar	For Summer 2019, Special Session courses must follow one of the options listed under " <a href="#">Special Session</a> ." Independent study courses can be offered in any session except the restricted 14-week session. Please note: Five (5) week courses are NOT considered Special Session.
Enrollment Limit & Prerequisites	If enrollment limitations are required, they MUST be requested on the Course Proposal Form. 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.
Waitlists	Waitlists are created when student enrollment exceeds classroom capacity, or if a course has limited enrollment. Departments need to monitor waitlists for their courses.
Course Materials/Textbooks	The UC San Diego Bookstore will contact departments on April 12, 2019 for course material and textbook requisitions. Course material adoption requests are due April 19, 2019. This deadline allows the bookstore to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-print problems. The Bookstore wants students to have their course materials when they are needed, so please submit course materials adoptions as early as possible. Contacts: Leslie Verfaillie, Course Materials Buyer, <a href="mailto:textbooks@ucsd.edu">textbooks@ucsd.edu</a> , or (858) 534-6393 Sara Thoreson, MyReader Coordinator, <a href="mailto:custom@ad.ucsd.edu">custom@ad.ucsd.edu</a> , (858)534-7963
Instructional Support (Teaching Assistant /Tutor/Reader)	Instructional support for teaching assistants, tutors, and readers will continue to be block-funded to departments based on projected course enrollments. Notifications of preliminary TA allocations, based on projected enrollments, are sent to departments in July 2019. Additional funds from a reserve pool may be allocated to Departments whose actual enrollments substantially exceed their projected enrollments. Please see the <a href="#">Instructional Support section of the Guidebook</a> for details.
Computer Time/ Lab Facilities	More information is available through ACMS Faculty Instructional Support.
Media Services	To order services and equipment, visit ACMS Media Event Support.
Course Supplies and Expenses	Funds for course supplies and expenses are block-funded to departments. Please request an allocation from your department.
Course Materials Fees	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. Miscellaneous Student Fees, Service Charges, and Deposits must be approved by the Course Materials Fees Committee. Additional information is available on PPM 120 – Instruction, Procedures Related to Faculty.

## Summer Session Definitions – Closed and Proposed Courses

### Closed Courses

Closed Courses are courses that are not included in the financial allocation to departments to offset the cost for offering the course. A Closed Course refers to its funding, not its enrollment restrictions.

### Proposed Courses

Proposed Courses are courses that have been proposed to Summer Session for approval for the upcoming summer terms. Not to be confused with Course Proposals, which are submitted in order to get courses approved by the Academic Senate.

## Special Studies 97-99 and 197-199

Special Studies courses 97-99 and 197-199 help students learn about subjects not taught in regular classes. Students are engaged in field, lab, and library research. Summer Session approval is not required for any Independent Studies types of credit. Instructors are not entered into payroll for this type of appointment.

To streamline the enrollment process, Summer Session will align with campus and direct students to submit Special Studies applications online via EASy (Enrollment Authorization System).

Special studies submission and processing instructions for students, staff and faculty can be found at:

[https://academicaffairs.ucsd.edu/Modules/Students/PreAuth/Documents/EASy\\_Special\\_Studies\\_Instructions\\_Instructor.pdf](https://academicaffairs.ucsd.edu/Modules/Students/PreAuth/Documents/EASy_Special_Studies_Instructions_Instructor.pdf)

*AEP students will continue to submit applications directly to AEP office.*

## Standard Summer Session Teaching Times

2 Days Per Week	
MW	8–10:50 a.m.
MW	11–1:50 p.m.
MW	2–4:50 p.m.
MW	5–7:50 p.m.
MW	6–8:50 p.m.
TTh	8–10:50 a.m.
TTh	11–1:50 p.m.
TTh	2–4:50 p.m.
TTh	5–7:50 p.m.
TTh	6–8:50 p.m.

4 Days Per Week	
MTWTh	8–9:20 a.m.
MTWTh	9:30–10:50 a.m.
MTWTh	11 a.m. – 12:20 p.m.
MTWTh	12:30–1:50 p.m.
MTWTh	2–3:20 p.m.
MTWTh	3:30–4:50 p.m.
MTWTh	5–6:20 p.m.
MTWTh	6:30–7:50 p.m.
MTWTh	8-9:20 p.m.

## Important Dates for 2019 Summer Session Courses

Dates are subject to change.

Month	Date/Deadline	Courses
<b>OCTOBER</b>	October 1, 2018	CALL LETTER: Sent from Academic Affairs to academic departments for course proposals
<b>NOVEMBER</b>	November 14, 2018	COURSE PROPOSALS: Due to Summer Session
<b>DECEMBER</b>	December 4-8 (TBD), 2018	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2018
	December 10 (TBD), 2018	NOTIFICATION: Departments notified which courses approved/not approved
	January 3, 2019	COURSE PREVIEW: Approved course list posted on Summer Session website.
	January 31, 2019	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office
<b>MARCH</b>	March 15, 2019	CHANGE REQUESTS: Last day for departments to submit course scheduling change requests of the Summer Session Schedule of Classes. Requests due to Registrar's Scheduling Office
<b>MARCH</b>	March 21, 2019	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment
<b>APRIL</b>	<b>April 15, 2019</b>	<b>Student Enrollment Begins for UC San Diego Students.</b>
	April 19, 2019	TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders.
	April 22, 2019	Student enrollment begins for non-UC San Diego students.
<b>JUNE</b>	June 10, 2019	COURSE CANCELLATION: For Session 1, course cancellation by department/faculty, or Summer Session
	June 24, 2019	BILLING DUE DATE: Session 1 & Special Session
	June 29, 2019	ENROLLMENT CANCELLATION: For Session 1 due to non-payment
<b>JULY</b>	June 28, 2019	SYLLABUS COPIES: Session 1 due to Summer Session
	<b>July 1, 2019</b>	<b>Session 1 Begins</b>
	July 4, 2019	Holiday - Campus Closed. No Class Meetings
	July 15, 2019	COURSE CANCELLATION: For Session 2, course cancellation by department/faculty, or Summer Session

Month	Date/Deadline	Courses
	July 23, 2019 (TBD)	FINAL EXAMS: Session 1 classroom locations posted to the Schedule of Classes
<b>AUGUST</b>	July 26 – August 2, 2019	CAPE: Evaluation period for Session 1
	August 2, 2019	eGRADES: For Session 1 open for initial submission at 8am
	<b>August 3, 2019</b>	<b>Session 1 Ends</b>
	August 4, 2019	SYLLABUS COPIES: Session 2 due to Summer Session
	<b>August 5, 2019</b>	<b>Session 2 Begins</b>
	August 6, 2019	eGRADES: For Session 1 closed for submission at 11:59pm
	August 26, 2019 (TBD)	FINAL EXAMS: Session 2 classroom locations posted to the Schedule of Classes
<b>SEPTEMBER</b>	August 30 – September 6, 2019	CAPE: Evaluation period for Session 2
	September 2, 2019	Holiday - Campus Closed. No Class Meetings
	September 6, 2019	eGRADES: For Session 2 open for initial submission at 8am
	<b>September 7, 2019</b>	<b>Session 2 Ends</b>
	September 10, 2019	eGRADES: For Session 2 closed for submission at 11:59pm

## Late Proposal for a Summer Session Course

After the Advisory Committee meets in the first week of December to approve courses, all other approvals for Summer Session courses come directly through the Summer Session office. The steps are below:

1. Verify that the class has met the requirements for enrollment history above 15 if taught for the past two summers. All new courses without enrollment history are wholly approved.
2. Send your Schedule Build spreadsheet to [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) – be sure to note which course is being proposed late.
  - a. Endorsement is still required at this point. Please copy your Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) to serve as their endorsement.
3. If the eligibility requirements are met, and if there are objections to offering this course, the Summer Session Advisory Committee member from the appropriate Academic Division may be contacted for further discussion.
4. If approved, the Registrar's Office will be notified that it is approved to be taught for the upcoming Summer Session.
  - a. The class will be added to whichever class listing is currently active; Either the Preview of Classes (December 9, 2018 – March 20, 2019) or Schedule of Classes (March 21, 2019 onwards)

## Course Change Requests

After the initial course proposal, course change requests should be submitted to Summer Session using the Instructional Scheduling Assistant (ISA), or emailed to the Registrar, depending on the date of the request and the information being changed.

	NOTIFY SUMMER SESSION When changes affect <b>payroll</b> .	NOTIFY REGISTRAR When changes affect <b>where &amp; when classes meet</b> .
	Submit changes in the ISA <a href="http://instructionalscheduling.ucsd.edu/">http://instructionalscheduling.ucsd.edu/</a>	Email changes to <a href="mailto:registrar-scheduling@ucsd.edu">registrar-scheduling@ucsd.edu</a>
November 16 – December 10	Summer Session approves changes to: <ul style="list-style-type: none"> <li>• Course</li> <li>• Session</li> <li>• Instructor</li> </ul>	
December 10 – January 31	Summer Session approves changes to: <ul style="list-style-type: none"> <li>• Course</li> <li>• Session</li> <li>• Instructor</li> </ul>	Registrar changes class: <ul style="list-style-type: none"> <li>• Meeting Days</li> <li>• Meeting Times</li> <li>• Locations</li> </ul>

## Cancelling a Course

Summer Session typically cancels courses if enrollment is below 15. When determining whether to cancel a course due to low enrollment, please consider the following questions. If the answer to each question is NO, then the sooner Summer Session cancels the course, the more time faculty and students have to make other arrangements.

1. Is there an obvious reason for enrollment to be below 10 by the first week of May?
2. Is there something special that will surely increase the enrollment?
3. Is this course part of a sequence and students are waiting to complete another course?
4. Is the course cross-listed and students have enrolled in the other course?
5. Is my department or the faculty going to do something special to recruit more students?

If the answer is NO to the five questions listed above, please move forward with the following procedure to cancel a course:

1. Contact enrolled students to notify them of cancellation and encourage them to select another course.
2. Contact Summer Session after step 1 has been completed.
3. Summer Session will contact the Registrar to cancel the room schedule and to change the class' Section Status to cancelled
4. Summer Session will send a cancellation letter to the faculty to cancel the teaching appointment.
5. Department cancels the PPS payroll appointment (if already created).

### Questions about course proposals or course scheduling?

Please contact Matt Sapien in the Summer Session office at x44744, or [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

# FACULTY

## Faculty Hiring Process

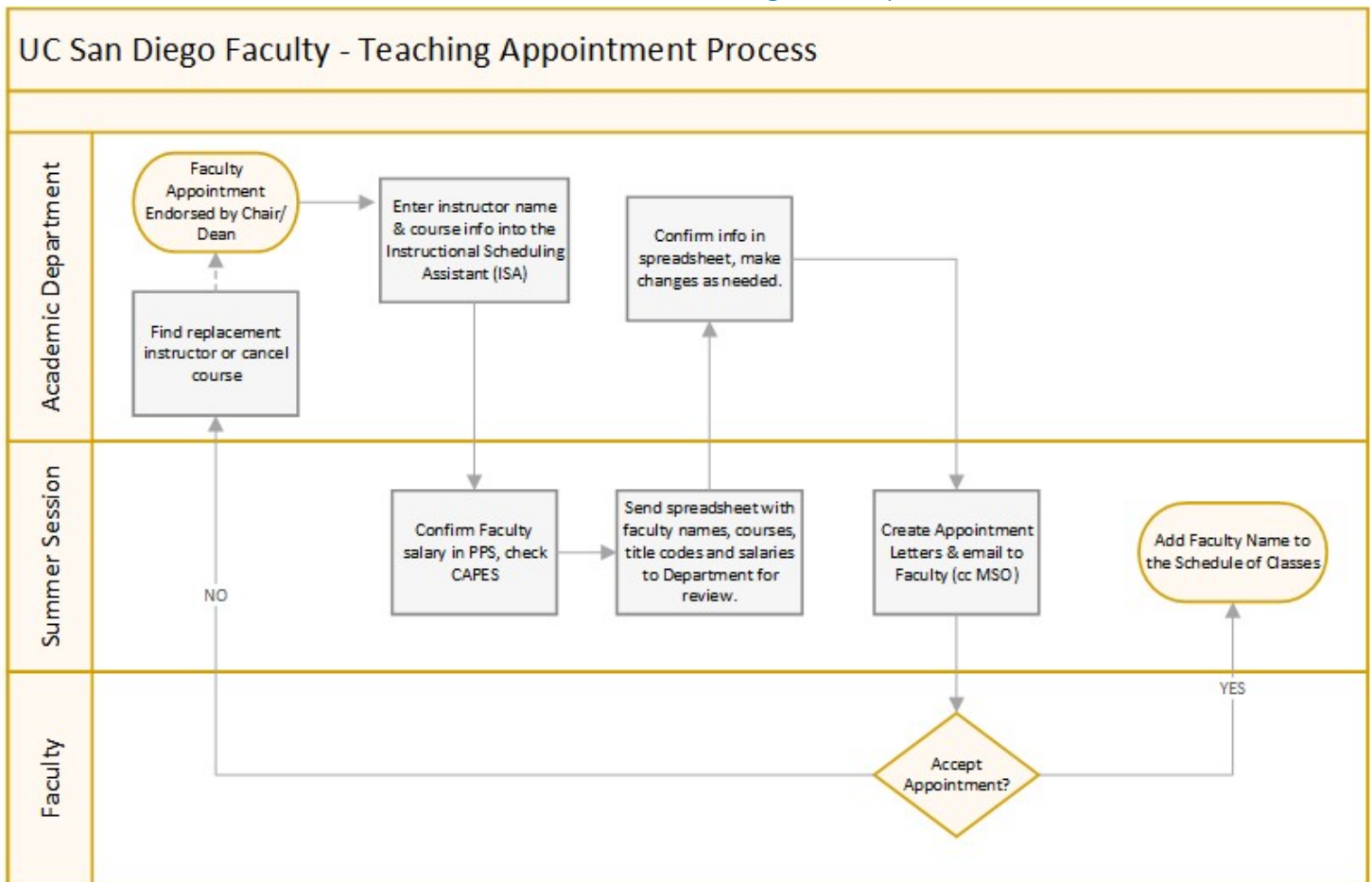
Summer Session procedures for hiring faculty differ from the academic year. Faculty are hired “by agreement”, and open recruitment is not required for Summer Session appointments. However, Summer Session faculty must adhere to UC San Diego Academic Personnel policy. To verify that an instructor is eligible to teach in Summer Session, please refer to [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#).

- 1 Summer Session course - 50% appointment
- 2 Summer Session courses during the same Session - 100% appointment

Summer Session processes faculty appointments in three groups:

1. UC San Diego faculty and lectures who have active teaching appointments during the current academic year.
2. Graduate Students who will teach Summer Session courses as Associates-In.
3. “Visiting” Instructors, which include:
  - a. UC San Diego Faculty who do not have active teaching appointments at UC San Diego during the 2018-2019 academic year.
  - b. UC San Diego staff who do not have teaching appointments. (Postdocs, Researchers, etc.)
  - c. Lecturers or Professors from other Universities and Institutions.

### How to Hire UC San Diego Faculty

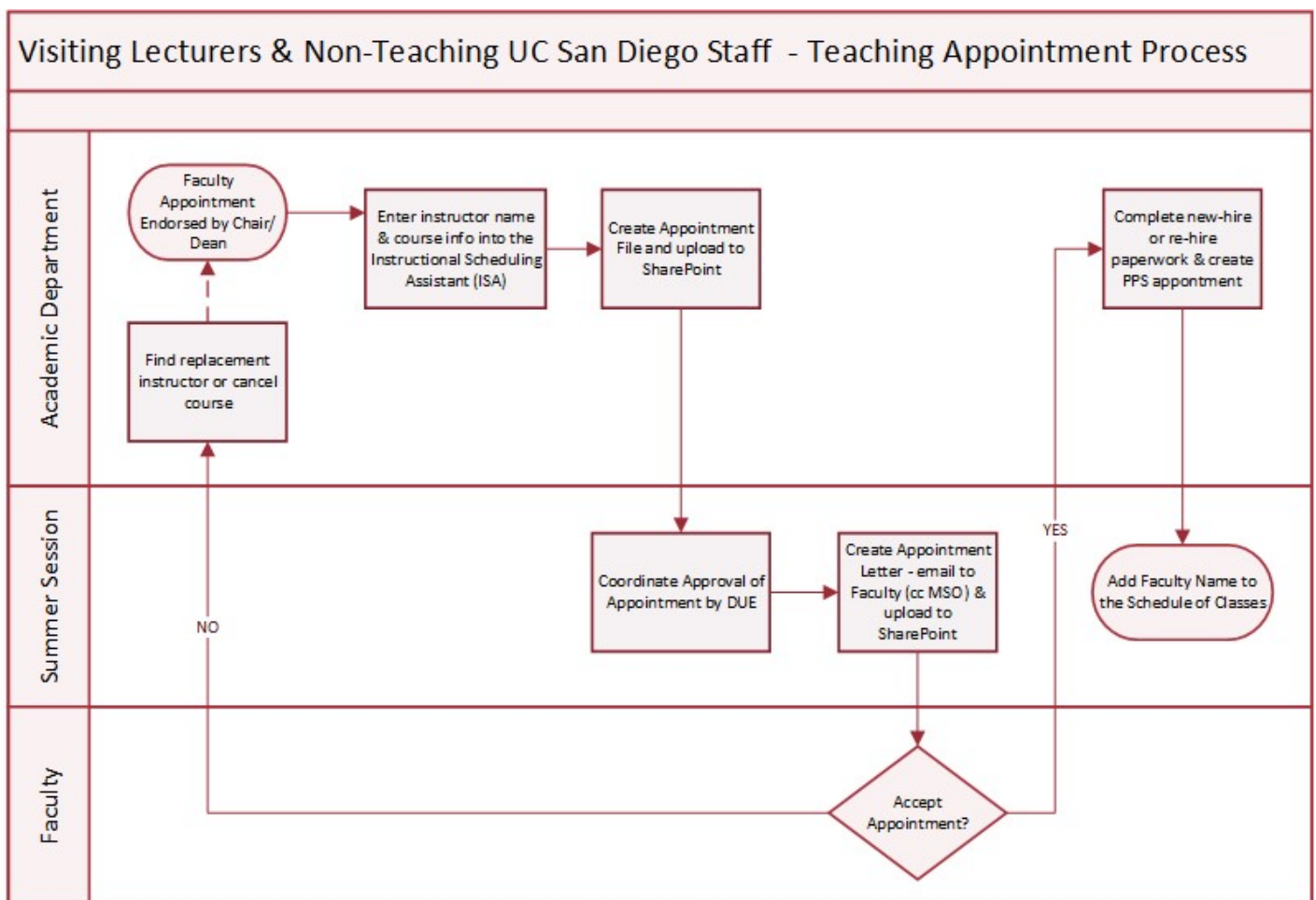




Summer Session will begin hiring current UC San Diego Faculty on January 8, 2019.

- The Department Chair or College Dean must endorse each faculty member to teach Summer Session courses.
- Summer Session is responsible for creating and emailing all faculty appointment letters, copying the Department MSO. The appointment letter will state the terms and conditions of the teaching appointment.
- Appointment letters will be uploaded to the Summer Session SharePoint Faculty Files site: <https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/>
- Each faculty member will accept his/her teaching appointment via reply email to [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu). Faculty will not be permitted to teach until Summer Session receives an acceptance email.
- Faculty names will be added to the Schedule of Classes after Summer Session receives an appointment acceptance email.
- Departments will enter payroll details into PPS, with compensation details from Summer Session. For more information, please see the [Faculty Compensation section of the Guidebook](#).

### How to Hire Visiting Lecturers & Non-Teaching UC San Diego Staff



Summer Session will begin hiring Visiting Lecturers and Non-Teaching UC San Diego Staff in February, 2019.

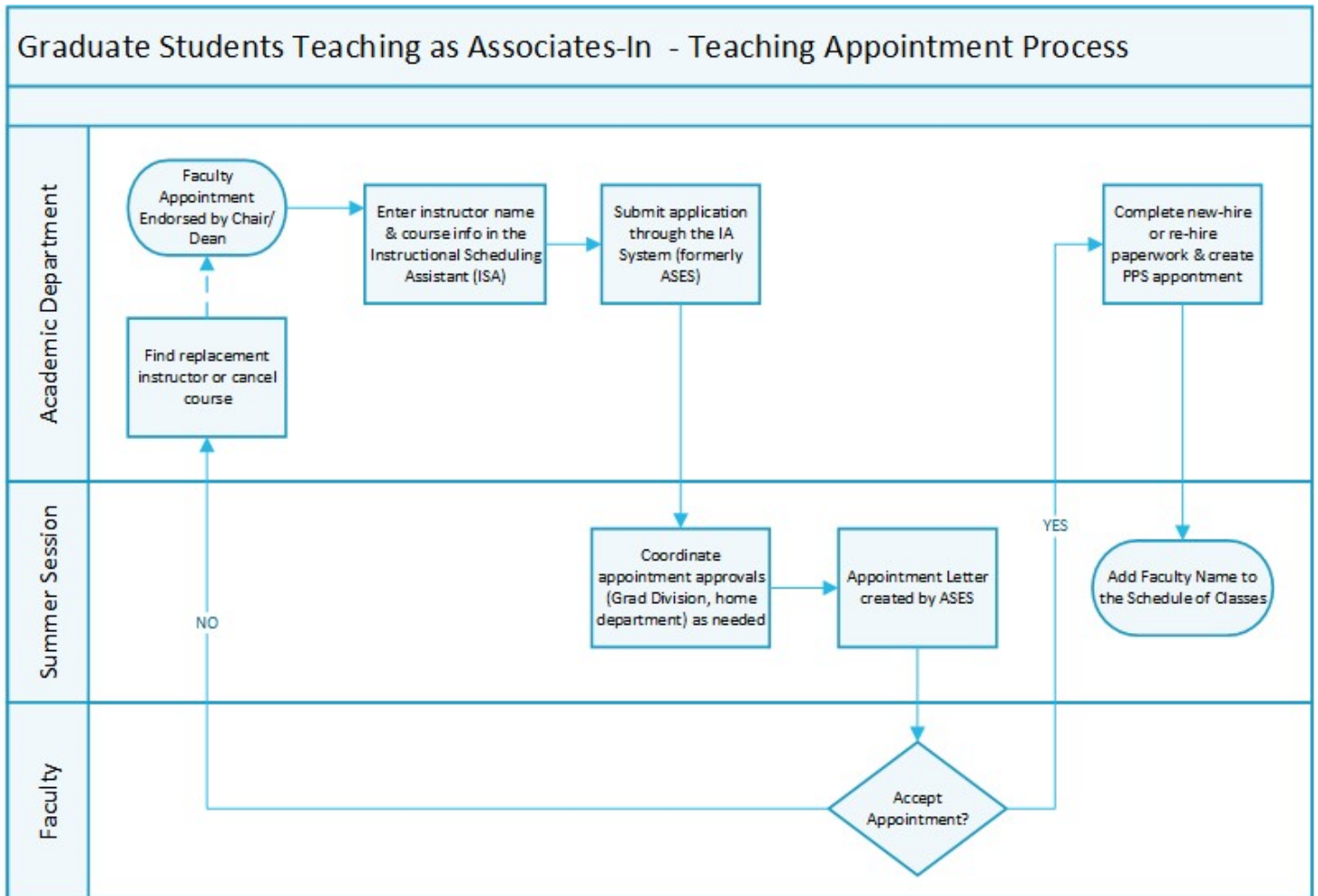
**DEADLINE:** Departments should please submit appointment files to SharePoint by February 22, 2019.

- The Dean of Undergraduate Education must approve all visiting lecturers, Emeriti, and UC San Diego staff who do not have teaching appointments (Researchers, Postdocs, etc.). Visiting lecturers who have taught previous summers require a new appointment file and DUE approval.
- International visiting instructors must hold appropriate visa status to be eligible for payment. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. An instructor cannot teach on a tourist visa. Please note that late visa applications sometimes result in the instructor not being able to teach in Summer Session.
  - Visiting instructors are encouraged to initiate their visa applications well in advance of the start of Summer Session, preferably as soon as their course has been approved. Please contact the UCSD Scholar's Office at 858-246-1448 for more information.
- UC San Diego fiscal year academic and staff employees must follow Academic Personnel guidelines for teaching Summer Session courses. Per [APM-661](#), an exception memo must state how the employee's percentage of time will be reduced so that a Summer Session appointment will not cause him/her to exceed 100% appointment.

Teaching in Summer Session is a great way for fiscal year employees to gain teaching experience at UC San Diego. However, reducing a fiscal year appointment may affect an employee's benefits, retirement, and service credit. Summer session recommends consulting with HR to understand the pros & cons of reducing a fiscal year appointment before accepting a Summer Session teaching appointment.

- The documentation required in the Summer Session Appointment File depends on the faculty type and academic year title code of the proposed lecturer. See the [Summer Session Faculty Appointment Handbook](#) for details.
- Appointment files must be uploaded as PDF files to the Summer Session Faculty Files SharePoint site. SharePoint will route appointment files for approval. To get SharePoint access, please email [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).
- Summer Session is responsible for creating and emailing all instructor appointment letters, copying the Department MSO. Each appointment letter will state the terms and conditions of the teaching appointment.
- Appointment letters will also be uploaded to the Summer Session SharePoint Faculty Files site: <https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/>
- Instructors will accept their teaching appointment via reply email to [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu). Instructors will not be permitted to teach until Summer Session receives an acceptance email.
- Departments will enter payroll details into PPS, with guidance and compensation details from Summer Session. For more information, please see the [Faculty Compensation section of the Guidebook](#).
- Faculty names will be added to the Schedule of Classes after their new-hire (or re-hire) paperwork is completed and their PPS appointment is active.
- Visitors not holding any other UCSD appointment must be separated at the end of their Summer Session teaching appointment.

## How to Hire Graduate Students Teaching as Associates-In



Graduate Students to teach as Associates-In are reviewed and approved through the IA System (formerly ASES).

**DEADLINE:** Departments should please submit applications to the IA System by March 15, 2019.

- To be eligible to teach in Summer Session 2019, UC San Diego Graduate Students must have advanced to candidacy by February 1, 2019. See the [ASE Opportunities for Graduate Students](#) on the Graduate Division website.
- Appointment documentation must be submitted through the IA System (formerly ASES). The IA System will route the Associates-In applications to Graduate Division for review and approval. For Associates-In appointment questions, please contact Courtney Aguila, [c8aguila@ucsd.edu](mailto:c8aguila@ucsd.edu), x46562.
- Appointment letters will be created and viewed in the IA System. The appointment letters will state the terms and conditions of the teaching appointment.
- An Associates-In must officially accept his/her appointment in the IA System. Email notifications are sent to the hiring department and Summer Session upon completion.

- Departments will enter payroll details into PPS, with guidance and compensation details from Summer Session. For more information, please see the [Faculty Compensation section of the Guidebook](#).
- 
- Associates-In names will be added to the Schedule of Classes after their new-hire (re-hire) paperwork is completed and their PPS appointment is active.

### Summer Graduate Teaching Scholars (SGTS)

The Summer Graduate Teaching Scholars (SGTS) program provides an opportunity for some of UC San Diego's advanced graduate students to obtain mentored teaching experience while increasing Summer Session course offerings to undergraduate students.

- A call for nominations for the Summer Graduate Teaching Scholars Program is sent out to academic departments and programs from Academic Affairs.
- Departments should nominate students who will be teaching as first-time Associates-In.
- Departments should propose courses that have a Summer Session enrollment history of more than 15 students to avoid having courses cancelled due to low enrollment.
- Required paperwork for these nominees should be included in the submissions to the IA System (formerly ASES) for Graduate Division approval.
- The graduate students selected to participate in the SGTS program are paid a \$1,200 stipend, which is coordinated by Graduate Division.
- Summer Session will work with departments to arrange the course details and Associates-In salary.
- A \$500 stipend is paid into a research account for each SGTS participant's faculty mentor. Please email Denise Christensen ([dechristensen@ucsd.edu](mailto:dechristensen@ucsd.edu), x48170) the research fund index for all faculty mentor payments.

For more information, visit the [Summer Graduate Teaching Scholars](#) page on the Academic Affairs website.

### Faculty Appointment Training Session

Summer Session will hold an Appointment File training workshop in December. All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at <http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents>.

### Questions about hiring Summer Session faculty?

Please contact Lisa Bargabus, Summer Session Business Affairs Analyst, at x25064 or [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

## Important dates for 2019 Summer Session Faculty Hiring & Payroll

Dates are subject to change.

Month	Date/Deadline	AP/Instructional
<b>OCTOBER</b>	October 5, 2018	CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars
<b>NOVEMBER</b>	November 14, 2018	NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars
<b>DECEMBER</b>	TBD	TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files
<b>JANUARY</b>	January 8, 2019	BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.
	January 28, 2019	Departments can begin APPOINTMENT FILE SUBMISSION to SharePoint for visiting faculty.  Departments wait for Grad Division email announcing the Summer Associates-In campaign is open. Then begin IA System applications for graduate students to appoint Associate-Ins.
	January 31, 2019	INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments for Schedule of Classes.
<b>FEBRUARY</b>	February 1, 2019	ADVANCED TO CANDIDACY: Graduate Students must be advanced to candidacy to teach a summer course
	February 22, 2019	Visiting Faculty – Appointment files should be submitted to SharePoint by this date.
<b>MARCH</b>	March 15, 2019	Grad Students (Associates-In) – Applications should be submitted in the IA System by this date.
	TBD	PAYROLL TRAINING FOR DEPARTMENTS: PPS entries for Instructors of Record and Instructional Support
<b>APRIL</b>	April 12, 2019	TEXTBOOK ORDERS: UC San Diego Bookstore notice to academic departments to submit summer orders
	April 19, 2019	TEXTBOOK ORDERS: UC San Diego Bookstore deadline for summer orders
<b>MAY</b>	May 23, 2019 (TBD)	Graduate Division: Associates-In, teaching upper-division, file submissions through IA System. After this date, additional Educational Policy Committee (EPC) approval is required.

<b>Month</b>	<b>Date/Deadline</b>	<b>AP/Instructional</b>
<b>JUNE</b>	June 5, 2019	SESSION 1: First Enrollment Snapshot for faculty compensation review – full or contingent salary.
<b>JULY</b>	<b>July 1, 2019</b>	<b>Session 1 Begins</b>
	July 1, 2019	INSTRUCTIONAL SUPPORT: Departments notified of block funding/allocation FOR TAs, Tutors, and Readers
	July 4, 2019	Holiday - Campus Closed. No Class Meetings
	July 8, 2019	SESSION 1: Second Enrollment Snapshot for faculty compensation review- full or contingent salary
	July 10, 2019	SESSION 2: First Enrollment Snapshot for faculty compensation review - full or contingent salary
	July 16-23 (TBD), 2019	PAYROLL ENTRIES: Session 1 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)
<b>AUGUST</b>	August 1, 2019	MONTHLY PAYDATE: 1st Summer Session payday
	<b>August 3, 2019</b>	<b>Session 1 Ends</b>
	<b>August 5, 2019</b>	<b>Session 2 Begins</b>
	August 12, 2019	SESSION 2: Second Enrollment Snapshot for faculty compensation review – full or contingent salary
	August 15-20 (TBD)	PAYROLL ENTRIES: Session 2 entries due in Timekeeping (Instructional Support) and PPS (Faculty and Instructor of record)
	August 30, 2019	MONTHLY PAYDATE: 2nd Summer Session payday
<b>SEPTEMBER</b>	<b>September 7, 2019</b>	<b>Session 2 Ends</b>
	September 17, 2019	PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make PPS adjustments/corrections to Summer Session payroll account (Sessions 1 & 2)
<b>OCTOBER</b>	October 31, 2019	PAYROLL EXPENSE ACCOUNTS CLOSED: No additional department adjustments/corrections to payroll accounts accepted after this date

## Faculty Compensation

Pay Dates for Summer Session 2019 are in August for all sessions.

Session 1 – August 1, 2019

Session 2 - August 30, 2019

Special Session – August 1 or 30, 2019. Please contact Summer Session to determine pay dates.

Faculty compensation for Summer Session is different from the academic year. It consists of two types of payments:

1. Course Salary (all faculty)
2. Bonuses (some faculty)
  - Enrollment Bonus
  - Science Lab Bonus
  - Success Bonus

### Course Salary

Summer Session pays instructors a course salary for each class they teach in Summer Session. Each course salary is *by agreement* and calculated based on:

- Number of units per course (and student enrollment if 14 or fewer students are enrolled).
- UC San Diego annual teaching salary at pay rates in effect on 6/30/19.
- New for 2019 – The maximum course salary has increased from \$10,000 to \$12,000.

Visiting lecturers are not paid at the annual salary they receive at their home institution. Instead, visiting lecturers are paid at an annual salary that aligns with UC San Diego salary scales, at a rate consistent with comparable faculty in the department.

Full Course Salary 15 or More Students Enrolled	Contingent Salary 14 or Fewer Students Enrolled
<p><u>3-6 Unit Course</u> 8.5% of UC San Diego annual teaching salary</p> <p><u>1-2 Unit Course</u> 4.25% of UC San Diego annual teaching salary</p> <p>\$12,000 Maximum per course</p> <p><u>Associates-In (Instructors of Record)</u> Associate-In annual salary: \$52,842 2019 Summer Session course salary: \$4,492 (3-6 Unit Course) \$2,246 (1-2 Unit Course)</p>	<p><math>\\$100 \times \text{Number of Units} \times \text{Students Enrolled}</math></p> <p>Not to exceed full course salary.</p> <p>Exception: Graduate Students teaching as Associates-In may NOT be paid on contingency (<a href="#">See Article 23</a>).</p>

## When is Course Enrollment Measured for Course Salaries?

Summer Session measures student enrollment twice for each Session, and pays instructors based on the highest student enrollment.

Course enrollment snapshots are posted on the Summer Session website at:

<http://summer.ucsd.edu/documents/index.html#Enrollment-Reports>.

## 2019 – Enrollment Snapshot Dates

	1 <sup>st</sup> Enrollment Snapshot Full or Contingent Salary	Final (2 <sup>nd</sup> ) Enrollment Snapshot Final Salary + Bonuses
SESSION 1	June 5, 2019	July 8, 2019
SESSION 2	July 10, 2019	August 12, 2019

*Note: Special Session snapshot dates vary, depending on the course dates and duration (3-8-10 weeks). Please contact Summer Session for specific snapshot dates.*

### 1<sup>st</sup> Enrollment Snapshot – Full vs. Contingent Course Salary

Summer Session uses the first enrollment snapshot date to calculate the guaranteed minimum faculty course salaries. Instructors teaching courses with 14 or fewer students enrolled will be paid a contingent salary.

- It is the instructor's responsibility to check the enrollment snapshot for his/her course(s).
- If course enrollment is below 15 students, and a contingent appointment is not acceptable, the faculty member must contact the Department Chair or MSO for further action. The department and faculty may try to recruit more students, or decide to cancel the teaching appointment.
- The department is expected to replace the instructor whenever possible. (Courses are not cancelled after the session begins.)

### Final (2<sup>nd</sup>) Enrollment Snapshot – Final Course Salary + Bonuses

Summer Session compares the 1<sup>st</sup> Enrollment Snapshot and 2<sup>nd</sup> Enrollment Snapshot.

- If student enrollment increased, the faculty course salary will increase.
- If student enrollment has decreased, the faculty course salary will stay the same.
- Bonuses are calculated based on enrollment, [see page 31](#).

## Course Salary Examples

Lecturer, Title Code 1550, Annual Salary is \$54,738 (\$4,653)

One 4-Unit course, 50% appointment

### Example 1 – Compensation would increase from contingent to full salary.

1<sup>st</sup> enrollment snapshot = 11 students

Course salary will be contingent:  $\$100 \times 4 \text{ Units} \times 11 \text{ Students} = \$4,400$

2<sup>nd</sup> enrollment snapshot = 15 students

Course salary will increase to full salary:  $8.5\% \text{ of } \$54,738 = \$4,653$

### Example 2 – Compensation would stay the same when enrollment decreases.



1<sup>st</sup> enrollment snapshot = 16 students

Course salary will be full salary: 8.5% of \$54,738 = \$4,653

2<sup>nd</sup> enrollment snapshot = 12 students

Course salary will remain full salary at \$4,653, because it cannot be reduced.

Example 3 – Compensation switches to full salary, because contingent amount would be too high.

1<sup>st</sup> enrollment snapshot = 11 students

Course salary will be contingent: \$100 × 4 Units × 11 Students = \$4,400

2<sup>nd</sup> enrollment snapshot = 14 Students

Course salary will increase to full salary: \$4,653 (Contingent would exceed full salary: \$100 × 4 × 14 = \$5,600)

## Course Salary - Special Cases

### Global Seminar Appointments

- Faculty are compensated at a flat rate of \$15,000 and required to teach two 4-unit courses in one session.
- If the program has previously been taught and the enrollment is less than 15 students, the program may be cancelled, or Global Engagement may offer a contingent agreement to the faculty member. If the faculty member accepts the contingent agreement, the amount is set at \$1,000 per enrolled student.
- For UC San Diego faculty, the relevant compensation policies for Summer Session teaching are set forth in [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#) and [PPM 230-43](#). Faculty with Staff or Research titles must follow Academic Personnel guidelines for teaching Summer Session courses.

### Emeriti (Recall) Faculty

- All recall faculty require an appointment file with a Recall Form and CAPES. (Even if the recalled faculty taught during Fall, Winter and Spring of the current academic year.)
- Compensation is based on the annual teaching salary at retirement, with appropriate range adjustments, not to exceed \$10,000 per course or the 43% salary per month restrictions. (See [APM Section 205](#).)
- Faculty who retire after Spring Quarter 2019 must have a 30-day break in service and may NOT teach a Global Seminar in Summer Session 2019. They would be eligible to teach a Global Seminar starting in Summer Session 2020.

### HCOMP Faculty

As stated in [APM 661-16d](#), full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

HSCP – The abbreviation for Health Sciences Compensation Plan

HCOMP – The faculty type description for faculty participating in the Health Sciences Compensation Plan. Includes title codes 1712-1734.

#### 1. *Additional Compensation*

Summer Session is defining “additional compensation” to be any type of the following:

- a. Z payment
- b. salary above what is already being paid
- c. a transfer to a research account
- d. a recharge to department account

Summer Session will not use any of the options listed above, or any other means, to compensate full-time HCOMP faculty. The intent of APM 661-16d does not allow additional compensation even if it is moved between accounts to eventually end up as an additional payment to the HCOMP faculty member teaching a course.

## 2. *Percentage of Time*

We cannot reduce an existing HCOMP faculty member's appointment to 50% in order to receive compensation to teach one Summer Session course, because he/she must maintain a 51% HCOMP appointment or greater to be eligible for HSCP participation. (A 51% HCOMP appointment and a 50% Summer Session appointment (to teach one course) would put him/her at 101% time, which is not possible.)

## 3. *Salary Replacement Option*

Under special circumstances, HCOMP faculty member's other salary fund sources can be reduced to use Summer Session teaching pay to cover a portion of his/her regular pay. This is a salary replacement option and not an additional compensation option.

- a. The Health Sciences administration (department and dean's office) must be amenable to reducing the faculty member's existing teaching and/or clinical loads in Health Sciences.
- b. This requires PRE-approval in writing by the Health Sciences administration.
- c. Summer Session pays a standard course salary of 8.5% of academic year annual salary. Global Seminars compensate faculty at a contracted amount of \$15,000 (\$7,500 per course). We would need to determine what portion of the faculty member's HCOMP salary the Summer Session compensation can buy out, and indicate at which rate (base salary or negotiated salary).
- d. Because this is a salary replacement option and **not** an additional compensation option, it would not be in compliance with AP policy to redirect his/her "displaced" regular (non-Summer Session) funding to a Z payment or other form of additional compensation. (See item 1.) In other words, no swapping to circumvent the intent of APM 661-16d.

## 4. *Appointment without Salary*

Faculty are allowed to teach summer courses without compensation from Summer Session. Faculty are eligible for this option only with a letter from his/her supervisor indicating that the time spent teaching Summer Session will not interfere with his/her normal duties in Health Sciences.

## Fiscal Year Employees Teaching in Summer Session

Fiscal year appointees must reduce their percentage of time to teach in Summer Session.

### *Use of Vacation*

If vacation time must be used to teach in Summer 2019, please use the following to calculate the number of days/hours needed.

### *Summer Session Vacation Deduction Calculation:*

The calculation is based on the course rate, the month payment is being issued, as well as the concurrent fiscal year appointment rate. (Please note bonus payments are not included in the calculation).

Concurrent fiscal appointment rate: Use \$\_\_\_\_\_/mo

Summer Session course salary: \$\_\_\_\_\_ (excluding any bonus)

2019 Summer Session pay dates: 7/1/19-7/31/19 (176 hours) or 8/1/19-8/31/19 (176 hours)

Percentage of compensation: \_\_\_\_%

Summer Session course salary ÷ by monthly rate of concurrent appt.

Vacation deduction: \_\_\_\_ Days

Multiply the percentage of compensation from above times the total possible hours in the month payment is being issued. (ex: 92% \* 176 = 161.92 hours)

Divide this figure by 8 hours and round to nearest whole number (you report only in full day increments).

(Ex: 161.92 hours ÷ 8 = 20.24, or 20 days)

### Converting between Fiscal Year and Academic Year Salaries

Conversion factors are based upon UC work hours/calendars.

Academic Year (AY) to Fiscal Year (FY)	Fiscal Year (FY) to Academic Year (AY)
11 months : 9.5 months = 11/9.5 = 1.16 (rounded)	9.5 months : 11 months = 9.5/11 = .86 (rounded)
<b>AY annual salary × 1.16 = FY annual salary</b>	<b>FY annual salary × .86 = AY annual salary</b>
Example: \$81,257 AY salary × 1.16 = \$94,258 FY salary	Example: \$120,000 FY salary × .86 = \$103,200 AY salary
<i>The calculated FY annual salary may not match a rate on the FY scale.</i>	<i>The calculated AY annual salary may not match a rate on the AY scale.</i>

### Bonus Compensation

Summer Session faculty may be eligible for the following types of bonuses. All bonuses are paid in addition to the standard Summer Session course salaries.

#### Enrollment Bonus

Faculty may be paid a bonus if course enrollment exceeds 50 students. Enrollment bonuses are paid on a per-course basis, and are calculated using 2<sup>nd</sup> Snapshot course enrollments ([see page 28](#)).

- 1-50 Students                      No bonus
- 51-200 Students                  \$20/Student (for enrollments 51-200)
- 201+ Students                    \$20/Student (for enrollments 51-200) + \$10/Student (for enrollments 201+)

#### Science (Web Lab) Bonus - Physical Sciences Division & Biological Sciences Division

Faculty teaching science wet lab courses (2 or more Units) with enrollment of 20 or more students may be eligible for a bonus. The Science Wet Lab Bonus is paid on a per-course basis, and is calculated as:

$$87.5\% \text{ of the Summer Session Course Salary } (.875 \times \text{Course Salary})$$

#### Success Bonus

Faculty teaching 4-Unit courses that are part of the Summer Success Programs may be paid a Success Bonus of up to \$500 per week per course.

## Compensation Restrictions

### Limit for Academic Year Appointees – 3/9 (33%) annual salary for entire Summer Session

Maximum compensation allowed for teaching Summer Session is 3/9 (33%) of a faculty's nine-month academic year salary during the three-month summer period (1/9 per month over 3 months). It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, science lab bonuses, enrollment bonuses, and success bonuses do not exceed the 33% maximum summer compensation limit.

#### **Teaching 4 Courses May Exceed 33% Maximum**

Faculty teaching 4 Summer Session courses (2 courses in Session 1, 2 courses in Session 2) may need to have their Session 2 course salaries reduced so that they do not exceed the 33% maximum. (This impacts faculty earning less than \$144,000 annual salary.)

#### Example

Annual Salary is \$58,945

33% Max =  $\$58,945 \div 3 = \$19,648$  can be earned during the entire summer (July-September)

Summer Session Course Salary =  $.085 \times \$58,945 = \$5,010$  per course

Teaching 4 Courses =  $4 \times \$5,010 = \$20,040$ , which exceeds the \$19,648 maximum

#### How Session 2 Course Salaries Will be Reduced

1. Summer Session pays 2 full course salaries in Session 1:  $\$5,010 + \$5,010 = \$10,020$
2. Determine how much more can be earned:  $\$19,648 \text{ max} - \$10,020 = \$9,628$  left
3. Split the remaining dollars between the two Session 2 courses:  $\$9,628 \div 2 = \$4,814$  per course
4. Session 2 courses will pay a reduced course salary of \$4,814 per course.

### Limit for Fiscal Year Appointees – 1/12 annual salary per month

Compensation for fiscal-year appointees may not exceed one-twelfth (1/12) of the faculty's annual salary per month of teaching. It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, science lab bonuses, enrollment bonuses, and success bonuses do not exceed the 1/12 maximum summer compensation limit.

### Limit for Emeriti – 43% per month

Summer Session recall appointments (Emeriti) are subject to a maximum compensation limit of 43% per month of the individual's salary at the time of retirement (range adjusted to current dollars). See <http://www.ucop.edu/academic-personnel-programs/files/apm/apm-205.pdf> for details.

### Limit for Faculty with Academic Administrator Appointments – Varies

Compensation for faculty with Academic Administrator appointments (Provost, Department Chair, etc.) will be calculated on a case-by-case basis. Please contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu), or x25064 regarding new or modified academic administrator appointments for Summer Session faculty.

### Limit for All Summer Session Faculty - 100% Appointment Max

UC San Diego faculty members cannot exceed 100% appointment at any time during the three-month summer period. It is the department and faculty member's responsibility to ensure that their research, summer teaching and other forms of appointment time do not exceed the 100% appointment time limit.

## Payment Disbursement

Paychecks are issued on August 1, 2019 for Session 1 and August 30, 2019 for Session 2. Courses taught in Special Session are assigned a payroll date of August 1 or August 30 depending on the course dates. Summer compensation is

subject to deductions. If the faculty member has not opted for direct deposit, a payroll check will be mailed to the faculty's home department; faculty are responsible for arranging for pick-up with the department.

## Taxes

The tax rate for compensation during summer depends on appointment type.

- 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 6.6% 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 faculty 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 faculty consult an outside financial advisor to assist them in making any changes to their W-4 withholding allowances to avoid excess tax withholdings.

## Mandatory 403 (b) Plan Contributions

Summer Session salary retirement benefit has been transferred from UC's DC Plan to UC's Tax Deferred 403(b) Plan. That means Summer Session faculty (contributing 3.5%) and the University (contributing 3.5%) are now required to make pre-tax contributions (7% total) to the 403(b) Plan. Because summer salary contributions are required, they do not reduce the limit on voluntary pretax contributions to the 403(b) Plan (or the 457(b) Plan). More information can be found at: <http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/revised-apm-190-appdx-g.html>

## Benefits

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 appointments that end on June 30, 2019 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.

## Faculty Payroll Training Session

Summer Session will hold a Payroll training workshop in March 2019. All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at <http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents> .

## Questions about Summer Session payroll?

Please contact Lisa Bargabus, Summer Session Business Affairs Analyst, at x25064 or [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

## Faculty - Instructional Guidelines

### Course Syllabus

- Faculty 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 Summer Session office and the academic department prior to the beginning of instruction. Please email to [summer@ucsd.edu](mailto:summer@ucsd.edu).
- 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 EPC 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.
- Plan for the Independence Day and Labor Day holidays, if appropriate.

### Course and Professor Evaluations (CAPE)

- Course and professor evaluations are managed online by the CAPE office. CAPE is a student-run organization. Faculty are encouraged to remind their students to participate.
- Please visit the CAPE website or email the CAPE director for more information. Tips on how to increase student response rate can be found at: <https://cape.ucsd.edu/faculty/tips.html>.
- The CAPE dates for student access are the last week of a 5-week session. See the [Summer Session Operational Calendar](#).

### Course Enrollments and Class Lists

- Student enrollments by course are available on the Schedule of Classes on [TritonLink](#).
- Faculty can view course enrollment lists, download information, and send e-mail messages to class lists (rosters) and wait lists by logging onto [Blink Instruction Tools](#). All users must log on using their ISIS or Single Sign-On user ID and password.
- To obtain a user ID and password, contact your department security administrator. *Visiting faculty and Graduate Students are not eligible for a user ID and password, and therefore need to contact their department for assistance.*

### Course Prerequisites

- Course prerequisites help guide students on choosing the appropriate level course. Summer Session recommends that faculty 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 are held to the same standards and are required to meet the prerequisites for each course. To obtain preauthorization from the department to enroll in the course, students should submit an online request via the Enrollment Authorization System (EASy). Refer to the steps on the [Summer Session website](#).

### Additional Meetings

Required discussion or lab meetings per the EPC course approval and make-up meetings due to holidays (Independence Day/Labor Day) or missed classes need to be scheduled and provided to the Office of the Registrar so they are available on the Schedule of Classes when enrollment begins.

## Final Examination

- Students may not be excused from an assigned final examination if it is a course requirement.
- Midterms and final examinations must be given according to the published date and time on the TritonLink Schedule of Classes. The final exam schedule is available on 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.
- The Office of the Registrar sets the schedule for final examinations, which cannot occur during the last class period, or on the same day of the class. See the [Policy on Final Examinations](#) for more information.

## Office Hours

Office hours are required of Summer Session instructors. Summer Session recommends faculty make an announcement to students during the first class meeting regarding the hours and location of official office hours.

## Waitlists

- Waitlists are created when student enrollment exceeds classroom capacity or if a course has limited enrollment.
- Students on waitlists are not charged fees until they are enrolled. There is an automated procedure that enrolls a waitlisted student in a course when a space becomes available.
- Students must remove themselves from the waitlist if they are no longer interested in enrolling in the course.
- Course fees are automatically assessed to student accounts once they are added from the waitlist.
- If course is not dropped by the refund deadline, students are held responsible for fees.

*Summer 2019 Waitlist Schedule: Dates subject to change.*

### Session 1

Waitlist begins – Monday, April 15, 2019

Waitlist suspends – Sunday, June 23, 2019

Waitlist resumes – Saturday, June 29, 2019

Waitlist ends – Wednesday July 3, 2019 at 10pm

### Session 2

Waitlist begins – Monday, April 15, 2019

Waitlist suspends – Sunday July 28, 2019

Waitlist resumes – Saturday August 3, 2019

Waitlist ends – Wednesday August 7, 2019 at 10pm

### Special Session

Waitlist begins – Monday, April 16, 2019

Waitlist ends – Sunday June 24, 2019

- For Sessions 1 and 2, 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.
- The automatic waitlist will restart on Saturday before the session begins, and remain open until the Wednesday of the first week of the session. This process reduces the number of manual add cards and to allow students time to drop the course and obtain a course refund.

# Grading

## FERPA Training for Faculty

Summer Session faculty with access to student records must comply with the Federal Family Educational Rights and Privacy Act (FERPA) by taking an online FERPA course. The FERPA course is offered via UC Learning Center, takes about 30 minutes to complete, and is valid for 3 years. More details about the FERPA training requirement can be found at:

<https://blink.ucsd.edu/instructors/advising/confidentiality.html>

<http://adminrecords.ucsd.edu/Notices/2018/2018-2-15-1.html>

## 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.

## eGrades

Summer Session grades will be submitted using eGrades. For additional information regarding the eGrades tool and process, visit the [eGrades page](#) on Blink ([blink.ucsd.edu](http://blink.ucsd.edu)).

Grade entry for Summer Session opens at 8 a.m. on August 2 for Session 1 and September 6 for Session 2 and closes at 11:59 p.m. on the Tuesday after the last final for Summer Session. Since grade entry and grade changes submitted by 11:59 p.m. are processed overnight, grades and grade changes will be visible to students on [TritonLink](#), the next day.

If you have any questions or need further information, contact Academic Records at (858) 534-3144 or [egrades@ucsd.edu](mailto:egrades@ucsd.edu).

Student work will be reported in terms of the following grades:

Grade	Grade Points per Unit	Interpretation
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
Blank Entry		See Blank Entry info below
I	Incomplete	See Incomplete info below
IP	In Progress	See In Progress info below
NP	Not Pass	See Not Pass info below
P	Pass	C- or better, assigned to undergraduate students only
S	Satisfactory	B- or better, assigned to graduate students only
U	Unsatisfactory	Below B-, assigned to graduate students only
W	Withdraw	See Withdraw info below

The grades A, B, and C may be modified by plus (+) and minus (-) suffixes. A blank entry signifies the faculty did not assign a grade.

The blank grade must be resolved before the end of the next quarter or the grade will become a permanent F, NP, or U.



The 'I' or Incomplete 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 faculty 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 faculty 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.

The "IP" grade signifies classes that extend over more than one quarter. The "NP" or Not Pass is assigned if a student does not pass a class.

The "W" or Withdraw is assigned if a student drops a class or withdraws from Session 1 between July 13 – July 19, 2019 and Session 2 between August 17 –August 23, 2019 (equivalent to the start of the fifth week and the end of the sixth week of classes during Fall, Winter, and Spring quarters). The "W" is also assigned if a student drops certain labs after the second scheduled meeting. A student may receive a maximum of one "W" per course, per Academic Senate Regulations.

Please contact Renee Lee, Student Affairs Manager, with any student affairs questions or concerns at 858-534-8277, or [summer@ucsd.edu](mailto:summer@ucsd.edu).

### Academic Integrity Standards

Academic Integrity is essential for our University community. The University has an Academic Integrity Office and a Policy on Integrity of Scholarship to assist students and faculty in upholding academic integrity. You should become familiar with the Policy and the Office website; the Policy states your responsibilities and the website gives you tips for protecting academic integrity in your class.

For your convenience, we offer some brief tips here:

1. Describe in your syllabus what constitutes cheating in your class. You can refer students to the Policy for descriptions, but you need to clarify your course-specific rules. For example, are students allowed to work with others on individual assignments and if so, how can they honestly do this?
2. Talk about cheating and academic integrity at the first course meeting. Tell them that the behaviors described as cheating in your syllabus and in the Policy will not be tolerated because academic integrity is critical to a fair, honest and respectful classroom. If you have reported students for cheating before, tell them that as well (just don't give out students' names).
3. Protect exam integrity by: using multiple versions (scramble question order); checking photo IDs against a photo class roster the day of the exam; having students place all belongings at the front of the room; when using blue books or scantrons, having students submit sufficient copies at the beginning of the quarter and you distribute them at the exams; supplying "scratch paper" if needed; and specifying what "aids" students are allowed to have at their desk. More information about protecting exam integrity can be found on the website.
4. Reduce the likelihood of plagiarism by requiring students to attend a plagiarism workshop through the library (or take the online plagiarism tutorial). Have students submit their assignments to turnitin.com either through [ted.ucsd.edu](http://ted.ucsd.edu) or directly to turnitin.com. [Email the Instructional Web Development Center](#) to obtain an account. If you choose to do this, you must notify the students in the syllabus.

For a copy of the Policy on Integrity of Scholarship and additional information about protecting academic integrity in your classroom, please visit the [Academic Integrity](#) website. If you would like a consultation with the Academic Integrity Coordinator or a student consultation on your course syllabus, email [Academic Integrity](#) or call (858) 822-2163.

## Materials & Support Services

### Computer Time/Lab Facilities

More information is available through [ACMS Faculty Instructional Support](#).

### Copyright Policy

See [Reproduction of Copyrighted Materials for Teaching and Research](#).

### Instructional Supplies

Support for course materials/supplies is block-funded to the department. If the department approves the expense(s), they will provide a department index number.

### Library Course Reserves System

The Library Course Reserve system typically has Summer Session courses available after Week 8 of Spring Quarter. Contact [reserves@ucsd.edu](mailto:reserves@ucsd.edu) for more information.

### 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 chalkboard. For more information, call (858) 534-8265.

### Office Space

Office space needs should be discussed with the academic department.

### Printing and Duplication 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. Faculty members work with their department to determine the preferred way to obtain photocopy services.

### Textbooks/Course Materials

The [UC San Diego Bookstore](#) will contact departments on April 12, 2019 for course material adoptions (textbook requisitions). Requests are due April 19, 2019. Note: The bookstore will accept adoptions after April 19th. However, they need adequate time to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-stock and out-of-print problems. Please submit course materials adoptions as early as possible. For more information, contact Leslie Verfaillie at [textbooks@ucsd.edu](mailto:textbooks@ucsd.edu) and (858)534-6393, or Sara Thoreson at [custom@ad.ucsd.edu](mailto:custom@ad.ucsd.edu) and (858)534-7963.

### Teaching + Learning Commons

The Teaching + Learning Commons helps instructors become better teachers through seminars, workshops and discussions about effective teaching methods and new instructional technologies. Find out more about the Teaching + Learning Commons services and programs at: <http://commons.ucsd.edu/files/faculty-brochure-teaching+learning-commons.pdf>.

# INSTRUCTIONAL SUPPORT

## Teaching Assistants (TAs), Tutors and Readers

Summer Session 2019 Academic Student Employee pay rates can be found on the Graduate Division website:

<http://grad.ucsd.edu/files/financial-support/employment-files/student-pay-rates/Student%20Academic%20Title%20Rates%202018-2019.pdf>

See the [Faculty Compensation section](#) for 2019 pay rates for graduate students hired as Associates-Ins (Instructors of Record).

Teaching Assistant (TA) - \$32.23/hr

Tutor – Grad Student - \$20.07/hr (single session), \$24.08 (group session)

Tutor – Undergrad Student - \$15.45/hr (single session), \$18.51/hr (group session or Teaching Apprentice)

Reader – Grad Student - \$16.26/hr

Reader – Undergrad Student - \$15.45/hr

- Each department takes responsibility to recruit, select, and allocate TAs, Readers, and Tutors.
- Departments are notified in July of their allocation from Academic Affairs. The allocation is fungible to use for TAs.
- Departments need to electronically submit the required paperwork for proposed students through the IA System (formerly ASES) for Graduate Division approval. Appointment letters are the department's responsibility.

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

## Student Federal Insurance Contributions Act (FICA)-Defined Contribution Plan (DCP)

To remain exempt from Student FICA (DCP/Medicare deductions) during the summer, a student employee (non-career) who is a U.S. citizen, permanent resident or resident alien must be employed less than 80% time for the month or any partial period within the month and meet the minimum unit requirement of six units for an undergraduate student; three units (5-week session) or six units (10-week session) for a graduate student. A student must be registered in the minimum unit requirement for at least one day of the pay period to remain exempt.

- Only graduate students can be hired as Teaching Assistants (TA).
- 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 the faculty member has first utilized all available on-campus resources. A department must have approval from the Graduate Division prior to making an offer to a visitor. A formal written request from the faculty, endorsed by the Chair, addressed to the Dean of the Graduate Division must include the justification for exception to hire. A current Curriculum Vitae (CV) must be attached to the letter of exception for non-students.

## How TA Allocation is Calculated

TA/Reader/Tutor support will be block-funded to departments from the Summer Session office. Typically, 20 hours per week is considered a 50% time appointment, and 40 hours per week is considered a 100% time appointment. The methodology for the TA allocation is approved by the PRC and is explained below.

For each department, Summer Session counts the number of courses where enrollment is projected to be greater than 10 students (Variable C). Then, for those courses, count the total projected enrollments (Variable E). It is assumed that for each course, an instructor can teach 10 students before a TA is needed. A "course debit" is calculated, which then gives the number of enrollments where a TA would be needed  $[E - (C \times 10)]$ . Each department has an approved student-to-TA ratio called the PRC ratio (Variable R). It is assumed a full-time (100%) TA teaches 4 sections.

The calculation of TA FTE is:

$$\text{TA FTE} = [E - (C \times 10)] \div (4 \times R)$$

where

E = projected enrollment

C = number of courses

R = student-to-TA ratio

To calculate the dollar value associated with the FTE, it is assumed that the workload for a summer session course is 75% of the workload for a course offered during the regular academic year. The annual salary for one TA FTE is multiplied by 75% and then divided by 3 because summer is treated as one quarter. So, the dollar amount is:

$$\text{TA Allocation} = \text{TA FTE} \times (42,546 \times 75\% \div 3)$$

- Or -

$$\text{TA Allocation} = \{[E - (C \times 10)] \div (4 \times R)\} \times (42,546 \times 75\% \div 3)$$

An official employment offer/appointment letter is available to the student (and department) at the ASES website upon Graduate Division approval for TAs, Tutors, and Readers.

## Undergraduate Instructional Apprenticeship (UGIA)

The Undergraduate Instructional Apprenticeship Form is required for all students appointed as UGIAs, regardless of whether the student will earn course-unit credit or receive compensation.

## Strategies/best practices to accommodate growing needs for instructional assistants

Providing sufficient TA coverage for the classes needed to serve our rapidly increasing undergraduate student population is becoming more challenging for departments. The following is a list of strategies/best practices to cover teaching needs without necessarily increasing doctoral enrollments.

- Within reason, section sizes can be increased to reduce the number of TAs needed, while remaining mindful of workload limitations
- It is not necessary to assign TA's to a course in a manner that is consistent with the formula used to "earn" TA positions. Some courses may need fewer TAs than the formula implies; others may need more. It is at the discretion of the department to make these decisions about allocations, in consultation with the instructor.
- With permission from the Dean of the Graduate Division, graduate students who are US citizens or permanent residents and who are making good academic progress can be appointed by exception to teach at 75% time.
- Many departments successfully employ TAs from outside their department to teach in their courses, particularly in lower division offerings. In this regard, there are large numbers of self-funded masters students in certain departments who would welcome the opportunity to serve as a TA for one or more quarters. Please note, however, that any employment outside of the student's academic (home) department must have prior approval from the student's home department. The Teaching + Learning Commons is available to consult on training that could be provided to non-departmental TAs.
- Undergraduate students can serve as teaching/instructional apprentices in areas where shortages of graduate students exist, for up to one course per quarter. The first service quarter usually requires an apprentice teaching course (DEPT 195), while subsequent quarters include an hourly pay rate.
- The Dean of the Graduate Division will entertain requests for exceptions to appoint non-students in instructional roles, such as non-student tutors, provided they are suitably qualified. Recent graduates (graduate and undergraduate degree recipients) are often interested in such positions to bolster their teaching credentials while on the job market.

Any questions about these strategies can be directed to Paul Yu, Interim Dean of the Graduate Division ([graduatedean@ucsd.edu](mailto:graduatedean@ucsd.edu)) or John Moore, Dean of Undergraduate Education ([due@ucsd.edu](mailto:due@ucsd.edu)).

# DEPARTMENT SUPPORT

## Instructor Salaries & Benefits

Summer Session tuition covers the cost of instructor salaries and benefits.

## TA Allocation

Summer Session block-funds departments for TAs/Tutors/Readers. The TA allocation funds may be used at the discretion of each department. For more information on how the TA Allocation is calculated, please [refer to the Instructional Support section of the Guidebook](#).

## Departmental Administrative Services Program

The Departmental Administrative Services Program is designed to compensate academic departments for providing the following faculty support services:

- Human Resources to confirm eligibility to teach, the maximum amount of payment, and if any changes to salary occur by June 30, 2019
- Input appointments into the Payroll Personnel System (PPS)
- Coordinate media, computing, and textbook orders
- Prepare reimbursement requests for faculty “out of pocket” expenditures
- Work directly with Summer Session and Office of the Registrar for classroom scheduling
- Assist faculty with other course-related needs
- Coordinate accommodations for OSD students
- Management of course waitlists to improve student enrollment

Each department is awarded:

- \$500 per course (for all courses with 10 or more students)
- \$13 per student enrollment to Arts & Humanities and Social Science courses
- \$33 per student enrollment to Biological Sciences, School of Engineering, and Physical Science courses.

All enrollment-based funding will be determined after the course enrollment refund deadline of each Session, July 5 for Session 1, and August 9 for Session 2. Enrollments determine the amount the department will be funded. Special Session deadline and enrollment snapshot dates vary by course. *Note: Courses with less than 10 enrollments on the refund deadline dates will not be eligible for both the course and enrollment funding.*

The EVC office will transfer funds for instructor salaries & benefits, TA Allocation and DASP to departments in November.

## Summer Scoop

The Summer Scoop is a weekly newsletter to our campus faculty and staff, keeping them apprised of Summer Session-related updates, reminders, trainings, and deadlines. Email [summer@ucsd.edu](mailto:summer@ucsd.edu) to subscribe.

# STUDENTS

## Important Dates for 2019 Summer Session Students

Dates are subject to change.

Month	Date/Deadline	Student
<b>MARCH</b>	March 21, 2019	SCHEDULE OF CLASSES: Schedule of Classes goes live (view only) for planning.
<b>APRIL</b>	Week of April 8-12, 2019	ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.
	April 15, 2019	ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg. WAITLIST BEGINS: For all sessions.
	Week of April 22-26, 2019	ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg
<b>MAY</b>	Week of May 1-5, 2019	FINANCIAL AID APPLICATION: Summer application opens
<b>JUNE</b>	June 22, 2019 (TBD)	Session 1 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
	June 23, 2019	WAITLIST SUSPENDED: For Session 1 enrollment
	June 24, 2019	BILLING DUE DATE: Session 1 & Special Session
	June 27, 2019	ENROLLMENT CANCELLATION: For Special Session due to non-payment
	June 28, 2019	ENROLLMENT CANCELLATION: FOR Session 1 due to non-payment
	June 29, 2019	WAITLIST RESUMES: For Session 1 enrollment
<b>JULY</b>	<b>July 1, 2019</b>	<b>Session 1 Begins</b>
	July 3, 2019	WAITLIST ENDS: For Session 1 enrollment
	July 4, 2019	Holiday - Campus Closed. No Class Meetings
	July 5, 2019	COURSE REFUND DEADLINE: Session 1
	July 12, 2019	SESSION 1 DEADLINE to CHANGE GRADING OPTION
	July 19, 2019	SESSION 1 DEADLINE to DROP A CLASS WITHOUT a 'W' posted to transcript
	July 26, 2019 (TBD)	Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts

Month	Date/Deadline	Student
AUGUST	July 28, 2019	WAITLIST SUSPENDED: For Session 2 enrollment
	July 29, 2019	BILLING DUE DATE: Session 2
	July 27 – August 3, 2019	CAPE: Evaluation period for Session 1
	August 2, 2019	ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment
	August 2-3, 2019	Session 1 Final Exams
	<b>August 3, 2019</b>	<b>Session 1 Ends</b>
	August 3, 2019	WAITLIST RESUMES: For Session 2 enrollment
	<b>August 5, 2019</b>	<b>Session 2 Begins</b>
	August 7, 2019	WAITLIST ENDS: For Session 2 enrollment
	August 9, 2019	COURSE REFUND DEADLINE: For Session 2
	August 16, 2019	SESSION 2 DEADLINE to CHANGE GRADING OPTION
	August 23, 2019	SESSION 2 DEADLINE to DROP A CLASS WITHOUT a 'W' posted to transcript
	SEPTEMBER	Aug. 31– Sept. 7, 2019
September 6-7, 2019		Session 2 Final Exams
<b>September 7, 2019</b>		<b>Session 2 Ends</b>

For Special Session dates, please contact the Summer Session Office.

## Visiting Student Preauthorization

Students enrolled in courses must have the proper prerequisites and class standing for enrollment in that course.

All visiting students are categorized as “freshmen.” This means visiting students have no prerequisites on file and do not have upper division standing. Visiting students must request preauthorization with the academic department offering the course prior to enrolling in upper division courses (course #100-199) or courses with prerequisites. The department determines whether a visiting student is eligible to enroll in a course which has prerequisite requirements. Refer to the [Summer Session website](#) for more information on the Preauthorization process using the Enrollment Authorization System (EASy).

## International Students

International students that are not currently matriculated at UC San Diego are required to pay additional fees and apply for an F1 Visa. Visit the [Summer Session website](#) for more information.

All matriculated students, even those who are international or non-resident may enroll in Summer Session directly through WebReg. For more information please contact the Summer Session Student Affairs 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. Refer to the Calendar on the [Summer Session website](#) for more information.

## Refunds

Summer Session students are eligible for a refund for courses dropped prior to the refund deadline. No refunds for courses dropped or withdrawals made *after* the refund deadline, which varies by session. Refer to the deadline Calendar on the [Summer Session website](#) for more information..

## 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 faculty member. The faculty member 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.

## Cancellation for Non-Payment

Students who do not pay fees by the deadline may be cancelled for non-payment. Students are strongly encouraged to drop their courses via WebReg should they change their enrollment decision. Students who add a course late are expected to pay fees in full immediately upon enrollment.

## Financial Aid

Students receiving financial aid are required to enroll in 6 units. Some students might enroll in alternate courses while waiting for an open seat in their preferred course. This situation has an impact on course enrollment because it creates a false demand for a course.

## Student Fees

### 2019 Tuition Fees

Students pay a per-unit fee per course. Fee levels are determined by the University of California Office of the President and the Board of Regents. In addition to the standard per unit fee, fees may be charged to cover other expenses as approved through the course proposal review process.

In accordance with University policy, summer unit fees must be equal to the fee charged in the subsequent academic year. The fees for Summer Session 2019 are subject to change.

Projected tuition fees for 2019 (Fees are not changed after April 15, 2019.)

UC Undergraduate Students:  
\$281 per unit (*subject to change*)

UC Graduate Students:  
\$351 per unit (*subject to change*)

All Other Students:  
\$351 per unit (*subject to change*)

## Campus Fees

The following campus-based fees are passed by referendum by the general student body and the Associated Students council. Campus-based fees are mandatory for all students. The fees for Summer Session 2019 have not been determined at the time of this publication, and may be available in March.

Projected fee rate for 2019:

University Center Fee: \$46.56/session (*subject to change*)

Recreation Facility Fee: \$53.50/session (*subject to change*)

ICA Student Activity Fee: \$65.73/session (undergraduates only, *subject to change*)

### Application Fee

UC San Diego 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. The application fee is non-refundable.

### Program Fees

Students pay additional fees for special programs and/or professional school programs. Students should visit specific program websites and refer to the Schedule of Classes for fee information.

Students enrolled in study abroad programs pay an additional program fee. Students should visit the Travel Study and Global Seminar Program websites for fee information.

### Instructional Materials/Laboratory Fees

Course Materials Fees are established to recover the costs of materials to be consumed, retained or used by the students, the special costs associated with use of University-owned tools, musical instruments, or other equipment, or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Classes with assessed fees are noted in the [Schedule of Classes](#).

Below is a sampling of departments with approval to charge for instructional materials or laboratory supplies:

- Anthropology
- Bioengineering
- Division of Biological Sciences
- Chemical Engineering
- Chemistry and Biochemistry
- Computing and the Arts
- Electrical and Computer Engineering
- Mechanical and Aerospace Engineering
- Music
- Physics
- Theater and Dance
- Visual Arts

## Campus Services for Students

### 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.

### 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. For more information call (858) 534-7326.

### Campus ID Cards

A card enables faculty to check out materials from the library, purchase items using an index number at the Bookstore, use photocopier machines, and receive discounts on various cultural and recreational activities. UC San Diego faculty may continue to use their permanent picture ID cards for the summer. New or replacement cards are available at [Student Business Services](#).

### Career Services Center

[The UC San Diego Career Services Center](#) offers a variety of services to help our students determine and fulfill their career goals. The UC San Diego Career Services Center is located on the west-side of Library Walk, southwest of the Price Center. Students can access [Port Triton](#), a centralized online job listing database for off-campus jobs, internships, volunteer opportunities and on-campus jobs (including work-study). Departments can hire students over the summer in conjunction with the UC San Diego Career Services Center. For more information call (858) 534-3750.

### Food Service

Food service is available at several on-campus cafeterias and snack bars. Please visit the Housing, Dining and Hospitality website for a current listing.

In addition, the Cecil and Ida Green Faculty Club, located just east of the Muir campus, provide a lively atmosphere for faculty and staff to exchange new ideas or simply enjoy a tasty meal. 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 Dollars. For additional information call (858) 534-0876.

### GoVirtual

Use popular University-licensed software remotely on your own iPad or personal computer from anywhere with a broadband Internet connection. Note: This is a new pilot program offering some of the most popular applications. More software will be added depending upon demand and availability. Visit the ACMS Virtual Computing Labs for more information.

### Housing

Housing on or near campus is available to faculty. Visit the Housing Resources webpage or call (858) 822-4987. The Off-campus Housing website offers information and listings on homes and apartments to rent in the surrounding community.

### 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. International visitors and those who are not members are encouraged to seek health insurance coverage during the summer. Contact UC San Diego Human Resources Employment Insurance (858) 534-2816.

## Library

To reserve classroom materials or for more information, call (858) 534-3336. The libraries are closed on university holidays (July 4 and September 5, 2018). Visit the Libraries website for more information.

## 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. For more information, call (858) 534-8265.

## Office of Students with Disabilities (OSD)

UC San Diego students with documented learning, physical, and psychological disabilities, as well as chronic health conditions and temporary disabilities may be eligible to receive accommodations such as note-taking, extended test time, sign language interpreting, alternative formats, etc. The OSD is responsible for reviewing documentation and determining reasonable accommodations.

If a student requests accommodations, modifications, or adjustments for your course, the student must present you with an Authorization for Accommodation (AFA) letter from the OSD for the specified quarter or period of study. If the student does not have an AFA letter, please refer the student to the OSD.

If you have a syllabus for your course, the OSD encourages you to provide a statement regarding requests for accommodations due to a disability. Language may be found on the OSD website.

Should you have any questions or concerns, please contact the OSD at (858) 534-4382 or [osd@ucsd.edu](mailto:osd@ucsd.edu). Additional information may be found on the [OSD website](#).

## Parking and Transportation Services

Permits may be purchased at the Parking/Transportation Services Office. Parking rates for summer will be available June 2018. Permits are sold by session dates. Faculty 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 (858) 534-4223 or visit the UCSD Transportation Services website.

## Price Center

The Price Center is located south of the Geisel Library and provides many resources and services for faculty. The center offers several fast food restaurants, coffee shops, salon, bank, meeting space, Box Office, UC San Diego Bookstore, and Postal Center. Outdoor seating is available.

## Recreation

Recreational opportunities are available at the Recreation, Intramural and Athletics Complex (RIMAC). Other sports facilities at UC San Diego are scheduled for use by recreation programs and for unstructured open recreation. These include two gymnasiums, multipurpose rooms, exercise rooms, sauna, hot tub, 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.

## Student Health Services (SHS)

Student Health Services (SHS) is located in the center of campus, just west of Library Walk and the Price Center Bookstore. All students paying registration fees have access to SHS. SHS provides quality primary medical care, including urgent care and support services such as laboratory, pharmacy, and x-ray. For more information, please call (858) 534-3300.

## Teaching + Learning Commons

Summer Session tutoring is available at the Teaching + Learning Commons. The Teaching + Learning Commons is located on the first level of Geisel Library. Check the website for tutoring and group session schedules at [commons.ucsd.edu](https://commons.ucsd.edu).



## Teaching + Learning Commons Services Offered to Educators and Students

Services for Educators		
Activity	Description	Contact
<b>Appropriate, Relevant and Meaningful (ARM) Instructional Technology</b>	Explore the use of ARM tech with aligned student learning outcomes to increase student engagement. Examples include student response systems (Poll Everywhere, Kahoot, Google Slides), Blogs, Twitter, Vine, Instagram, Podcasts, Screencasting, Video Scribe, Stop Motion, Padlet, Mobile Learning	Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>
<b>Course-Specific Active Learning Support</b>	Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.	Susan Rinaldi <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a>
<b>Curriculum Design and Classroom Teaching Methods</b>	Get support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.	Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>
<b><a href="#">Engaged Learning Tools (ELT)</a></b>	Post research/internship opportunities on the <a href="#">REAL</a> and officially recognize your students on the <a href="#">Co-Curricular Record</a> and <a href="#">Portfolio</a> .	Kim Elias <a href="mailto:kkelias@ucsd.edu">kkelias@ucsd.edu</a>
<b>Faculty Development</b>	Request confidential consultations, classroom observations, small group evaluations, new faculty support and help facilitating learning communities.	Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>
<b>Faculty/Staff Writing Retreats</b>	Enjoy distraction-free writing time in the supportive company of other faculty and staff writers.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>
<b>Program Assessment</b>	Receive support on assessment at all levels (assessment framework, learning outcomes, instrument development, assignment design, data collection and analysis, evidence-based teaching and learning improvement).	Ying Xiong <a href="mailto:yingxiong@ucsd.edu">yingxiong@ucsd.edu</a>
<b>Scholarship of Teaching and Learning</b>	Explore teaching as a scholarly endeavor; develop hypotheses on teaching methods and create experimental design and data gathering instruments to prepare manuscripts for publication in scholarly, peer-reviewed journals.	Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>
<b>Syllabus Guidance</b>	Develop effective graphic and electronic syllabus for effective teaching.	Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>
<b>Write-to-Learn Departmental Consultations</b>	Explore ideas about how to integrate writing across majors and programs of study, both graduate and undergraduate, to increase student engagement and learning.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>
<b>Writing Across the Curriculum</b>	Integrate writing into courses using write-to-learn pedagogies for deeper student engagement; explore best practices for assignment design, grading or commenting on student work, and creating effective peer review activities.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>

## Services for Graduate Students

Activity	Description	Contact
<a href="#">Co-Curricular Record (CCR)</a>	Document your non-class-based UC San Diego learning experiences to better position yourself on the job market.	Kim Elias <a href="mailto:kieleias@ucsd.edu">kieleias@ucsd.edu</a>
<b>Digital Design Workshops</b>	Enhance your visual and digital rhetoric skills to create compelling academic projects and presentations.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>
<b>Dissertation Writers Retreats</b>	Enjoy distraction-free writing time with other grad students, plus mini-workshops and one-on-one feedback from writing staff.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>
<b>Writing consultations</b>	Meet one-on-one with writing mentors for in-depth conversations, guidance, and reader-response feedback.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>
<b>Thesis/Dissertation Writing Groups</b>	Connect with fellow grad students to form supportive writing groups that are research-proven to aid in the timely completion of graduate writing projects.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>

## Services for Graduate Student Teaching Assistants (TAs)

Activity	Description	Contact
<b>Appropriate, Relevant and Meaningful (ARM) Instructional Technology</b>	Explore the use of ARM tech with aligned student learning outcomes to increase student engagement. Examples include student response systems (Poll Everywhere, Kahoot, Google Slides), Blogs, Twitter, Vine, Instagram, Podcasts, Screencasting, Video Scribe, Stop Motion, Padlet, Mobile Learning	Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>
<b>Course-Specific Active Learning Support</b>	Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.	Susan Rinaldi <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a>
<b>Curriculum Design and Classroom Teaching Methods</b>	Support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.	Jace Hargis <a href="mailto:jhargis@ucsd.edu">jhargis@ucsd.edu</a>
<a href="#">English Language Testing and Classes</a>	International graduate students must pass an oral English language test to TA. We test to students with TOEFL speaking scores of 23-27 and provide language classes for students in need of training.	Martha Stacklin <a href="mailto:mstacklin@ucsd.edu">mstacklin@ucsd.edu</a>
<a href="#">Summer Graduate Teaching Scholars</a>	Graduate students are mentored through their first undergraduate teaching experience after completing a course on effective teaching strategies.	Teaching + Learning Commons <a href="mailto:commons@ucsd.edu">commons@ucsd.edu</a>
<a href="#">Teaching + Learning at the College Level</a>	Develop knowledge and skills in evidence-based effective teaching practices that support student learning through a quarter-long workshop series.	<a href="mailto:commons@ucsd.edu">commons@ucsd.edu</a>
<b>Writing Across the Curriculum</b>	Explore ideas on how to integrate writing into courses for deeper student engagement; learn best practices for feedback, grading, guided peer review, and write-to-learn pedagogies.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>

## Services for Undergraduate Students

Activity	Description	Contact
<a href="#">Academic Internship Program</a>	Enrich learning with hands-on research and theory-to-practice academic internships, earning course credit while gaining professional experience.	Tricia Taylor <a href="mailto:aipinfo@ucsd.edu">aipinfo@ucsd.edu</a>
<b>Academic Skill-Building Workshops</b>	Learn best practices for key academic skills, such as time management, test performance, reading comprehension, concentration/memory, effective note-taking, and stress reduction.	Susan Rinaldi <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a>
<a href="#">Co-Curricular Record (CCR)</a>	Document your non-class-based UC San Diego learning experiences to better position yourself for internships, jobs, and grad schools.	Kim Elias <a href="mailto:klelias@ucsd.edu">klelias@ucsd.edu</a>
<b>Digital Design Workshops</b>	Enhance your visual and digital rhetoric skills to create compelling academic projects and presentations.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>
<a href="#">Engaged Learning Tools (ELT)</a>	Discover, record, and share your real-world learning experiences through the Engaged Learning Tools: <b><a href="#">REAL</a>   <a href="#">CCR</a>   <a href="#">Enhanced Electronic Transcript</a>   <a href="#">Portfolio</a></b>	Kim Elias <a href="mailto:klelias@ucsd.edu">klelias@ucsd.edu</a>
<a href="#">REAL Portal</a>	Find internships, research assignments, community partnerships. Create a profile so faculty and employers can contact you.	Kim Elias <a href="mailto:klelias@ucsd.edu">klelias@ucsd.edu</a>
<a href="#">Supplemental Instruction (SI)</a>	Deepen learning & improve performance in challenging courses in peer-led collaborative learning sessions; SI sessions integrate how-to-learn with what-to-learn, fostering active student involvement.	Susan Rinaldi <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a>
<a href="#">Tutoring</a>	Connect with one-on-one and small group tutoring in a variety of subject areas through the Triton Achievement Hub.	Susan Rinaldi <a href="mailto:smrinaldi@ucsd.edu">smrinaldi@ucsd.edu</a>
<a href="#">Writing Skills Tutoring</a>	Meet one-on-one with peer writing tutors for in-depth conversations, guidance, and reader-response feedback.	Matt Nelson <a href="mailto:mtnelson@ucsd.edu">mtnelson@ucsd.edu</a>

**Questions? Contact the Teaching + Learning Commons at [commons@ucsd.edu](mailto:commons@ucsd.edu) or visit <http://commons.ucsd.edu>.**

# PROGRAMS

Special programs are offered during Summer Session for various student groups.

## Undergraduate Programs

### Strategic Academic Program Development (SAPD)

UC San Diego has launched the Strategic Academic Program Development (SAPD) initiative to meet student needs, enhance UC San Diego's reputation in research and education, and grow institutional revenues to sustain investments in the education and research enterprise. This campus-wide initiative is a new opportunity for departments to propose academic summer programs that follow a revenue sharing model. Summer Session will be supporting the campus as new programs are designed and launched.

Additional information on the Strategic Academic Program Development (SAPD) can be found at:

<http://academicaffairs.ucsd.edu/sso/SAPD/>

### Study Abroad

Programs such as Travel Study and Global Seminar are UC San Diego faculty-led study-abroad courses.

For more information, see the following handbooks:

[Global Seminar Handbook](#)

[Travel Study Handbook](#)

### Summer Success Programs

Summer Success Programs are a campus initiative approved by EVC Simons focusing upon improving retention and time to degree.

If depts. want to part, contact JV

More information on Success Programs can be found on the Summer Success Programs Website:

[summer.ucsd.edu/success/index.html](http://summer.ucsd.edu/success/index.html)

### Enrichment and Internship Programs

Academic Enrichment Program (AEP), Academic Internship Program (AIP), and Education Abroad Program (EAP) offer undergraduate courses. Enrollments in these programs are based on department approval.

## Graduate Programs

Graduate programs such as Rady Flex MBA, Education Studies, Master of Advanced Study (AESE, WES, CLRE, HLAW, LHCO), School of Medicine, and Scripps Institution of Oceanography offer closed courses for specific cohorts. Course scheduling is managed between the program and scheduling office.



# GLOBAL SEMINARS HANDBOOK

## Summer Session 2019

Session 1: July 1, 2019 – August 3, 2019

Session 2: August 5, 2019 – September 7, 2019



## Global Seminars Overview

UC San Diego Global Seminars are five-week long summer study abroad experiences led by a UCSD professor. Students enroll in a package of two courses for a total of eight UCSD quarter units. Class sizes are between 15–28 students, so there are excellent opportunities for one-on-one interaction with some of the best faculty at UCSD. All courses are taught in English.

The Global Seminar programs are created and managed through [UC San Diego Global Engagement](#). Global Engagement manages all aspects of Global Seminars such as contract negotiations, processing of liability waivers, purchasing of international travel insurance, student recruitment via Info Sessions, etc.

Global Engagement is responsible for working with the faculty on course and program development and ensuring all international travel paperwork is in place prior to students, staff (when applicable) and faculty going abroad. Review of proposed courses by advisory committee is two years in advance of the program offering.

## Steps for Faculty Who Want to Teach a Global Seminar

Faculty who are interested in teaching a Global Seminar should begin the process by contacting Global Engagement and their Department Chair to discuss details of the program. Global Seminar programs take 1.5 years to prepare. Global Engagement sends out a call for proposals in April for the following summer.

2019 Global Seminars have already been approved.

April 2019 – Faculty Proposals are due for Summer 2020 Global Seminars.

Instructions on how faculty can submit a Global Seminar proposal are on the Global Engagement website:

<http://studyabroad.ucsd.edu/faculty/gs-request-for-proposals.html> .

Faculty Proposals must include the following items:

1. Cover letter
2. Both course syllabi or course descriptions
3. List of excursions
4. Course Information Form
5. Department Approval Form
6. College Approval Form (If teaching a College core course.)
7. Faculty Information Form
8. Curriculum Vitae (CV)

## Department Steps

There are several general steps departments should follow to ensure a Global Seminar program can be offered during Summer Session:

1. Courses must be approved by Academic Senate and Department Chair.
2. Department should submit a course proposal for Global Seminar courses along with their regular Summer Session courses to Summer Session by November 14, 2018. This will ensure courses are added to the Schedule of Classes on TritonLink.
3. Departments will follow standard Summer Session procedures for Global Seminar faculty.
  - Submit appointment files for any Emeriti (recall) faculty teaching Global Seminar courses.
  - Enter payroll PPS appointments for all department faculty teaching Global Seminars.
4. Departments will preauthorize students to enroll in Global Seminar courses.

## Timeline for Global Seminars

	Summer 2019 Global Seminars	Summer 2019 Global Seminars
<b>April 2018</b>	Faculty Proposals Due	
<b>May 2018</b>	Global Seminar Review Committee Reviews/Approves Proposals	
<b>June 2018</b>	DUE Reviews/Approves Global Seminar Proposals	
<b>June-Sept 2018</b>	Study Abroad secures Vendors Departments submit eCourse approvals to Senate	
<b>October 2018</b>	Global Seminar courses submitted to Summer Session for approval  Global Engagement begins student recruitment	
<b>Oct.-Nov. 2018</b>	Study Abroad finalizes contracts and budgets	
<b>November 2018</b>	Approval routing of Program Fee Requests. Sign-off required from: VCSA – John Hughes Summer Session – Becky Arce DUE – John Moore CBO – Kim Chi Le	
<b>Dec 2018-Jan 2019</b>	Departments notified of fee approvals Summer Session coordinates with Registrar to post Program Fees	
<b>March 2019</b>	Global Seminars with low enrollment will be cancelled.	
<b>April 2019</b>	Students enroll in courses Fees are posted to student accounts	Faculty Proposals Due
<b>May 2019</b>	Financial Aid window opens	Global Seminar Review Committee Reviews/Approves Proposals
<b>July – August 2019</b>	Global Seminars are held during Session 1 and Session 2	DUE Reviews/Approves Global Seminar Proposals  Study Abroad secures Vendors  Steps continue as shown for 2019 Global Seminars

- Summer Session serves as liaison with central administrative offices such as CBO, Vice Chancellor office, Student Business Services, General Accounting, and Office of the Registrar.
- Once the program fee is approved, Summer Session will coordinate with Office of the Registrar to ensure the program fee is posted to the Schedule of Classes on TritonLink and attached to the course enrollment.
- Both the tuition and program fees will be assessed together onto student accounts.

## Student Payments

### Deposits

Students may be required to submit a \$250 non-refundable deposit payment prior to enrollment. Global Engagement must create deposit headers for all deposits received. This process is required to allow the student accounts to accept the deposits and ensure payment is credited to Global Engagement.

(For the deposit header, **do not** enter a minimum balance or release date. Neither is necessary due an automatic application of payments after Global Seminar program fees assessment.)

Once Summer tuition and program fee assessment occurs in individual student accounts, the deposits will automatically release into the student accounts to offset a portion of the \$500 Administrative Fee. This action will essentially move funds from the clearing account and into the department account.

### Student Enrollment and Payment

1. Student applies to Global Seminar program.
2. Student is accepted.
3. Student pays the deposit to Global Engagement.
4. Global Engagement updates the student records by creating deposit headers.
5. Departments will pre-authorize students to enroll in the courses.
6. Once enrollment opens for Summer in mid-April, the preauthorized students may enroll.
7. Students must pay the Summer tuition and program fee balance on their accounts before billing due date.
8. Summer Session communicates with Global Engagement prior to program departure if there are open student balances.

For questions about Travel Study or Global Seminars, please contact Kelly O'Sullivan Sommer, Study Abroad Director and Assistant Dean of Global Engagement, at 858-822-6726 or [kosullivan@ucsd.edu](mailto:kosullivan@ucsd.edu).

# TRAVEL STUDY HANDBOOK

## Summer Session 2019

Session 1: July 1, 2019 – August 3, 2019

Session 2: August 5, 2019 – September 7, 2019



## Travel Study Overview

Travel Study programs are UC San Diego faculty-led programs that allow students to experience field research techniques domestically or internationally in a hands-on environment.

The academic department and faculty manage all aspects of a Travel Study program, including

- Trip itinerary and arrangements
- Contract negotiations (transportation, accommodations, tours, etc.)
- Program application and promotional materials
- Student Handbook (transportation, accommodations, safety protocols, emergency contacts, etc.)
- Student Recruitment
- Processing of liability waivers
- Purchasing International travel insurance
- Adhering to all campus policies (risk management, contracts and procurement, travel rules, AP policy, etc.)

## Courses

Courses in Travel Study programs must be approved by the Academic Senate, endorsed by the Department Chair, and submitted to Summer Session for approval.

## Students

Students are required to enroll in one or two courses. Students have the option to enroll in independent studies to increase the total number of units.

In addition to Summer Session tuition and campus-based fees, students participating in Travel Study programs are assessed additional program fees. The Campus Budget Office must approve Travel Study program fees.

Students may be required to submit a deposit payment of the Travel Study program fee prior to enrolling in courses. Students can pay deposits as check payments, which departments should send to the Central Cashier's Office. Students are still responsible for paying the standard Summer Session tuition and campus-based fees once those charges post to their student accounts.

## Faculty

Travel Study Faculty are compensated following the standard Summer Session two enrollment snapshot model, with full compensation of 8.5% annual salary (\$12,000 per course maximum). All UC San Diego Academic Personnel policies and restrictions apply. See the [Faculty Compensation](#) section for details.

## Graduate Students as Staff Volunteers

Some programs may have a graduate student serve as an "unofficial chaperone," accompanying large groups on their travels. The instructor may ask the graduate student to help with undergraduate students in various capacities required for travel (ex: help students change money, making international calls, communicate with local guides, or assist with cultural differences between American students and locals). Due to the risks and liabilities involved, all graduate students accompanying Travel Study groups will officially be appointed as Staff Volunteers and registered for the University's travel insurance.

\*\*\* No academic duties are involved \*\*\*

Appointment: Staff Volunteer

Required: Business Travel Accident Insurance

## Timeline Overview

### How Departments/Programs Can Set-Up a Travel Study Program

<b>SEPTEMBER</b>	Facilitate Discussion between Faculty, Department Admin and Chair.
<b>OCTOBER</b>	Propose Courses to Summer Session
<b>NOVEMBER</b>	Submit Program Documentation <ul style="list-style-type: none"> <li>• Program Fee Proposal Form</li> <li>• Field Operational Planner</li> <li>• Student Handbook</li> <li>• Staff Volunteer Appointment Form</li> <li>• Vendor Contracts</li> </ul>
<b>DECEMBER + JANUARY</b>	Recruit Students
<b>FEBRUARY + MARCH</b>	Prepare for Student Payments Coordinate Faculty Training (with Global Engagement)
<b>APRIL</b>	Remind Students to Enroll Confirm Vendor Contract(s)
<b>MAY</b>	Remind Students to File for Financial Aid
<b>JUNE</b>	Audit Student Payments and Enrollment
<b>JULY - SEPTEMBER</b>	CAPES + Audit + Reconciliation

# Travel Study - Department Checklist

## SEPTEMBER – Planning your Travel Study Program(s)

- Facilitate conversations between faculty, department admin and department Chair.

## OCTOBER – Propose Courses

- Faculty should finalize course concept and get Department Chair endorsement.
- Submit Travel Study courses to Summer Session for approval.

*These courses should be part of your Summer Session Schedule Build Sheet that contains all the courses your department is proposing for Summer 2019.*

## NOVEMBER – Program Documentation & Required Forms

- Complete your Travel Study packet for Summer Session to review. It should include the following items:

1. **Program Fee Proposal Form**, which is an Excel file that can be found here:

<http://blink.ucsd.edu/files/finance-tab/cbo/ProgramFeeTemplate-November-2008-Revised.xls>

The Program Fee Proposal Form Excel file has 3 Worksheets:

Worksheet 1 - Program Fee Form with Department Chair signature. (Exhibit A)

Worksheet 2 - Budget Page with MSO/Department Business Officer signature. (Exhibit B)

- The Budget Page outlines the process to create a Program Fee.
- Summer Session pays the faculty salary to teach a Travel Study program. The students via a Program Fee pay all other faculty costs for the Travel Study trip.
- The **Faculty Costs** portion of the program fee should include the total cost to accommodate the faculty. That total cost is divided by the projected number of students enrolled to determine a per student cost.
- The **Faculty Costs - Per Diem** line item is not the official per diem rate for university business travel. Instead, accurate projections for faculty transportation, meals, accommodations and any other trip costs should be included. The goal is to keep program fees as low as possible for students, while accurately projecting the cost of the program.

Worksheet 3 – Instructions on how to complete Exhibits A and B.

Refer to Special Program Fee Guidelines for Faculty-Led Summer Study Abroad Opportunities:

<http://blink.ucsd.edu/files/finance-tab/cbo/ProgramFeeCampusGuidelines-Final-4-21-09.pdf>

2. **Field Operational Planner** – There are two different versions, depending on whether your Travel Study program is domestic or International.

Domestic Travel Study Programs:

- a) Complete the online Field Operation Planner here: <http://blink.ucsd.edu/sponsor/EHS/forms-ehs/domestic-fop.html>
- b) Risk Management will respond to the Field Operation Planner via email. Please forward that email to Summer Session.

International Travel Study Programs:

- a) Download the PDF Field Operational Planner here:  
PDF version - [http://blink.ucsd.edu/files/safety-tab/risk/fo\\_planner.pdf](http://blink.ucsd.edu/files/safety-tab/risk/fo_planner.pdf)



Word version - [http://blink.ucsd.edu/files/safety-tab/risk/fo\\_planner.doc](http://blink.ucsd.edu/files/safety-tab/risk/fo_planner.doc)

- b) Submit the completed Field Operational Planner to an EH&S Field Safety coordinator ([ehsrisk@ucsd.edu](mailto:ehsrisk@ucsd.edu) or [gensafety@ucsd.edu](mailto:gensafety@ucsd.edu)) for review.
- c) Forward the response from Risk Management to Summer Session.

More information on the Field Operational Planner can be found at:

<http://blink.ucsd.edu/safety/risk/field-safety-plan.html#UC-San-Diego-contacts-and-resou>

3. **Student Handbook** - Include the information below.

- Program outline and Schedule
- Course Syllabus
- Accommodations & Dining
- Transportation
- Medical Facilities, Health Insurance Info, etc.
- Safety Precautions
- Packing Recommendations – Money, Clothing, Suggested Items
- Drafts of Student Forms:
  - Program application
  - Waiver of liability
  - Agreement to release Dept.
  - Physician's medical exam
  - Student payment agreement for program fee and tuition

4. **Vendor contracts** (if applicable)

Submit any vendor contracts to Procurement for review and approval.

<https://blink.ucsd.edu/sponsor/BFS/divisions/ipps/procurement-contracts/index.html>

5. **Staff Volunteer Appointment Form** (if applicable)

A Staff Volunteer Appointment Form is required for any individual who will accompany faculty and students on the trip.

<http://www-hr.ucsd.edu/qwl/policies/pdf/sp3vol.pdf>

## DECEMBER – Course Approvals & Student Recruitment

- Verify course approvals (from Summer Session)
- Begin recruiting students.
  - Complete course syllabus, trip itinerary, and student program application (pending program fee approval by CBO)
  - Consider using: Info Sessions, Website, Advising

## JANUARY – More Student Recruitment

- Continue recruiting students.

*Summer Session routes final Program Fee Proposal Form to Dean of Undergraduate Education (DUE) for approval.*

## FEBRUARY – Prepare for Student Payments

- Create detail code (new programs only)

- Request detail code setup with Student Business Services (SBS)
  - Confirm fund & acct info with General Accounting Office
  - Instructions on how to create an ISIS Detail Code can be found at:
    - <http://blink.ucsd.edu/finance/accounting/accounts-receivable/detail-code.html>
- Create deposit header codes (new programs only)
  - Contact Central Cashier to create deposit header code
- Establish and collect program prepayment from students
  - Students pay via check at Cashier's Office

*Summer Session will deliver Program Fee Proposal Form to Campus Budget Office (CBO) after DUE approval.*

**Deadline:** February 22, 2019.

### MARCH – Fee Approval & Faculty Training

- Training program for faculty conducting fieldwork (i.e.: emergency protocol, student management while off campus, etc.)
  - Work with Global Engagement to create training session (optional)

*CBO approves Program Fee by end of March.*

### APRIL – Students Enroll & Pay

- Preauthorize students for course(s)
- Remind students to enroll in the course(s)

*CBO will notify department of Fee Approval*

*Registrar will attach and post program fee to the course*

*Students pay program fee via check to Cashier's Office*

### MAY – Financial Aid Opens

- Remind students to file for Financial Aid.
- Ensure vendor payments are made according to contract.

### JUNE – Audit Tuition Payments

- Audit and confirm student tuition payments

### JULY - SEPTEMBER – CAPES and Program Audit

- Ensure students complete course evaluations (CAPE and/or Dept. evaluation)
- Audit payments and expenses for the program

# Summer Success Programs Overview

## Summer Success Programs (SSPs)

Summer Success Programs (SSP) at UC San Diego are offered to enhance and bolster UC San Diego student success. The SSPs reduce time to degree with tutoring and mentoring offered in a structured and supportive learning environment.

## SSP Program Structure

- SSP institutional programs serve a diverse and global community of undergraduates in holistic five to ten week academic programs.
- The programs introduce students to the structure and rigor of the research university, provides them and emboldens them to take ownership of their academic journey.
- Students may enroll in credit-bearing courses, and may be assigned an academic support such as a tutor and coach. These residential programs offer a resident assistant to ensure successful transition to UC San Diego.
- Peer mentors are assigned to each programs to help students adapt to new academic environment with self-efficacy and success.

## SSP Student Outcomes

Upon completion of the program, students will be able to:

- Navigate the academic rigor and demands of UC San Diego
- Attend to their intellectual, psychological, and physical well-being
- Leverage the University's resources and connections to enhance their academic journey
- Master the mindset and learning strategies required for lifelong success

## SSP Approval and Oversight

Executive Vice Chancellor, Elizabeth Simmons has charged the Summer Success Programs Steering Committee with full review and assessment of all for Summer Success Programs.

The EVC has charged the SSP Steering committee with the following:

- Establish clear, unified oversight for operational matters such as student applications, selection processes, communications, etc.
- Draw on subject matter experts in planning every program. Some key examples:
  - The Teaching + Learning Commons and academic departments will be involved in academic matters for all programs;
  - Student Retention and Success will be involved in psychosocial, co-curricular, conduct, and wellness matters for all programs;
  - All decisions related to support and financial aid will be made by the Financial Aid Office.
  - The Office for Equity, Diversity and Inclusion is to be consulted on the aspects of all of our programs that relate to identity, diversity, etc.
- Assess all programs in as unified and inter-comparable a way as possible. The Committee has already designed an assessment framework and protocol. The collective goal must be to get all programs to adhere to this, so that the Steering Committee is best placed to make informed decisions in the wake of future summer programs.

- Provide the EVC a report of:
  - Assessment outcomes from summer 2018, and plans for summer 2019.
  - Gaps and overlaps in the inventoried programs, especially where these may point to opportunities to improve how we communicate with students and meet their needs.

For more information on Summer Success Programs, please contact Jonathan Vega at [summer-programs@ucsd.edu](mailto:summer-programs@ucsd.edu), or x45358.

Information about specific Summer Success Programs can be found at: <http://summer.ucsd.edu/success/about.html>.

Summer Success Residential Programs – Reference Chart 2018

Program	Student Profile for Recruitment	# of Students	Session/ # of Weeks	Credit-Bearing course(s)	Funding Model
<b>Summer Academy in the Arts and Humanities</b>	Incoming Transfer  Major: Arts & Humanities  SDCCC Community Colleges (Mesa, Miramar, City)	26	Session 1 <b>July 2 – Aug 4</b> 5 Weeks	HIUS 126 MUS 150	Mellon Grant
<b>Summer Bridge</b>	Incoming Freshmen  Low-income  First generation  Local Control Funding Formula (LCFF)	300	Session 2 <b>Aug 6 – Sept 8</b> 5 weeks	EDS 25 EDS 20S TDGE 1 CHEM6A	EVC Funding
<b>Summer Engineering Institute</b>	Incoming Freshmen  Major: Engineering	111	Session 2 <b>Aug 6 – Sept 8</b> 5 weeks	ENG 10 SE 1 MAE 8 ECE 5 Nano 15	Student pays  Department Funding  Federal Aid (NSF Grant, Scholarships)
<b>Triton Edge</b>	Incoming International Freshmen	25	Session 2 <b>Aug 6 – Sept 8</b> 5 weeks	AWP 10  1 summer session course	Student pays
<b>Triton Freshmen Scholars (New 2018)</b>	Incoming Freshmen  Math Placement Exam  Recruitment of PATHS Program	113	<b>Pathway A:</b> Special Session <b>July 2 – Aug 25</b> 8 weeks  <b>Pathway B:</b> Special Session <b>July 2 – Aug 25</b> 8 weeks (5 week course; 3 week workshop)	AWP 10  A: Math 2 Math 3C  B: Math 4C Math 10A Math 20A	EVC Funding
<b>Triton Sophomore Scholars</b>	Continuing 2nd year rising (Sophomore)  Low GPA/Course grades	60	Session 1 + 2 <b>July 2 – Sept 8</b> 10 weeks	1 course per session	EVC Funding