May 2018

GUIDE TO PLANNING A MAY TERM COURSE OF CAMPUS

1. **New Course** - a course description must be submitted to the May Term Sub Committee of Curricular Policy Committee. Please Complete the course proposal form attached and return to Becky at schenbe@earlham.edu. If the course is approved, you will then need to submit the May Term Course Planning Form. Submit course proposal to the Registrar’s Office by September 28th, 2016.

2. **Previously Approved Course** - a course description must be included with the Semester II course schedule information from the department. The May Term Planning Form must be completed September 25th, 2017 and forwarded to the Registrar’s Office.

3. **Course Budget** - May Term courses are expected to be financially self-sustaining. Please provide a preliminary budget of course cost, based on a stated estimate of course enrollment, itemized in the following categories; transportation/travel, materials/ phone calls/ etc. as outlined on the May Term Planning Form. Please note May Term enrollment fee is not a part of the course budget. The course budget must be covered by course fees.

4. **Course Load** - All May Term courses are considered an overload and not a part of a teaching load.

5. **Enrollment** - All May Term Courses must have an enrollment of at least 10 students to provide adequate compensation for faculty and resources required for instruction of the course. If the enrollment is less than 10 students, the course may be cancelled. Cancellations should occur before February 5th.

6. **Salary** - Faculty will be compensated per course in the following manner:
   - $3500 for 10-15 students
   - $3800 for 16-25 students
   - $4000 for 26 or more students

   If a course is team taught, the course salary range described above will be divided per faculty.

7. **Housing** - On campus housing arrangement for students must be coordinated with Residence Life. Students enrolling in May Term will be expected to follow-up with Residence Life.

8. **Final Grades** - Grades are due June 4th.

9. **May Term courses must have approval of the department or program convener.**