



**Summer School**

**2021**

**Planning Packet**

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## Timetable for Submissions

From the Office of the Registrar

### Timetable for 2021 Master Schedule

Schedule available on the website	Jan. 25
Registration begins	Feb. 15
First 4, 6, and 12-week classes begin	May 17
8-week and Second 4-week classes begin	June 14
Second 6-week classes begin	June 28
Third 4-week classes begin	July 12

### Other important dates

For budgetary purposes, faculty appointments should be entered by **February 15, 2021.**

For training purposes, please provide a list of new online instructors to Southeast Online ([onlineinstruction@semo.edu](mailto:onlineinstruction@semo.edu)) by **March 1, 2021.**

To see dates for when low-enroll class cancellations, please visit p. 8.

## Sessions

### All Campuses

Courses meet Monday – Thursday.

NOTE that classes will have make-up days for Memorial Day and Independence Day\*.

<b>Session</b>	<b>Start Date</b>	<b>End Date</b>
1 <sup>st</sup> 4-week	Monday – May 17	Thursday – June 10
1 <sup>st</sup> 6-week	Monday – May 17	Thursday – June 24
12-week	Monday – May 17	Thursday – August 5
Memorial Day make-up day*	Campuses will be closed to observe Memorial Day on Monday, May 31. Makeup day will be Friday, June 4.	
8-week	Monday – June 14	Thursday – August 5
2 <sup>nd</sup> 4-week	Monday – June 14	Friday – July 9
2 <sup>nd</sup> 6-week	Monday – June 28	Thursday – August 5
Independence Day make-up day*	Campus closed to observe Independence Day Monday, July 5. Makeup day will be Friday, July 9.	
3 <sup>rd</sup> 4-week	Monday – July 12	Thursday – August 5

## Session Meeting Times

<b>First 4-Week Session</b> <b>May 17, 2021 - June 10, 2021 (Mon. – Thurs.)</b> <b>Assumes 15 Class Days + 1 Final Exam Day</b>		
<b>3 (CH) / MTWR</b>	<b>2 (CH) / MTR</b>	<b>1 (CH) / TR</b>
08:00 am - 10:40 am	08:00 am - 10:40 am	08:00 am - 10:00 am
10:50 am - 01:30 pm	10:50 am - 01:30 pm	10:50 am - 12:50 pm
01:40 pm - 04:20 pm	01:40 pm - 04:20 pm	01:40 pm - 03:40 pm
06:00 pm - 08:40 pm	06:00 pm - 08:40 pm	

<b>First 6-Week Session</b> <b>May 17, 2021 – June 24, 2021 (Mon. – Thurs.)</b> <b>Assumes 23 Class Days + 1 Final Exam Day</b>		
<b>3 (CH) / MTWR</b>	<b>2 (CH) / MTR</b>	<b>1 (CH) / TR</b>
08:00 am - 09:45 am	08:00 am - 09:10 am	08:00 am - 09:10 am
10:00 am - 11:45 am	10:00 am - 11:10 am	10:00 am - 11:10 am
12:00 pm - 01:45 pm	12:00 pm - 01:10 pm	12:00 pm - 01:10 pm
02:00 pm - 03:45 pm	02:00 pm - 03:10 pm	02:00 pm - 03:10 pm

<b>8-Week Session</b> <b>June 14, 2021 - August 5, 2021 (Mon. – Thurs.)</b> <b>Assumes 31 Class Days + 1 Final Exam Day</b>				
<b>1 (CH) / TR</b>	<b>2 (CH) / MTR</b>	<b>3 (CH) / MTWR</b>	<b>4 (CH) / MTR</b>	<b>5 (CH) / MTWR</b>
08:00 am - 08:50 am	08:00 am - 09:15 am	08:00 am - 09:15 am	08:00 am - 10:45 am	08:00 am - 10:15 am
09:30 am - 10:20 am	09:30 am - 10:45 am	09:30 am - 10:45 am	09:30 am - 12:15 pm	11:00 am - 01:15 pm
11:00 am - 11:50 am	11:00 am - 12:15 pm	11:00 am - 12:15 pm	11:00 am - 01:45 pm	02:00 pm - 04:15 pm
12:30 pm - 01:20 pm	12:30 pm - 01:45 pm	12:30 pm - 01:45 pm	12:30 pm - 03:15 pm	
02:00 pm - 02:50 pm	02:00 pm - 03:15 pm	02:00 pm - 03:15 pm	2:00 pm – 04:45 pm	

<b>Second 4-Week Session</b> <b>June 14, 2021 – July 9, 2021 (Mon. – Fri.)</b> <b>Assumes 15 Class Days + 1 Final Exam Day</b>		
<b>3 (CH) / MTWR</b>	<b>2 (CH) / MTR</b>	<b>1 (CH) / TR</b>
08:00 am - 10:40 am	08:00 am - 01:40 am	08:00 am - 10:00 am
10:50 am - 01:30 pm	10:50 am - 01:30 pm	10:50 am - 12:50 pm
01:40 pm - 04:20 pm	01:40 pm - 04:20 pm	01:40 pm - 03:40 pm
06:00 pm - 08:40 pm	06:00 pm - 08:40 pm	

<b>Second 6-Week Session</b> <b>June 28, 2021 – August 5, 2021 (Mon. – Thurs.)</b> <b>Assumes 23 Class Days + 1 Final Exam Day</b>		
<b>3 (CH) / MTWR</b>	<b>2 (CH) / MTR</b>	<b>1 (CH) / TR</b>
08:00 am - 09:45 am	08:00 am - 09:10 am	08:00 am - 09:10 am
10:00 am - 11:45 am	10:00 am - 11:10 am	10:00 am - 11:10 am
12:00 pm - 01:45 pm	12:00 pm - 01:10 pm	12:00 pm - 01:10 pm
02:00 pm - 03:45 pm	02:00 pm - 03:10 pm	02:00 pm - 03:10 pm

<b>Third 4-Week Session</b> <b>July 12, 2021 - August 5, 2021 (Mon. – Thurs.)</b> <b>Assumes 15 Class Days + 1 Final Exam Day</b>		
<b>3 (CH) / MTWR</b>	<b>2 (CH) / MTR</b>	<b>1 (CH) / TR</b>
08:00 am - 10:40 am	08:00 am - 010:40 am	08:00 am -10:00 am
10:50 am - 01:30 pm	10:50 am - 01:30 pm	10:50 am - 12:50 pm
01:40 pm - 04:20 pm	01:40 pm - 04:20 pm	01:40 pm - 03:40 pm
06:00 pm - 08:40 pm	06:00 pm - 08:40 pm	

<b>12-Week Session</b> <b>May 17, 2021 - August 5, 2021 (Mon. – Thurs.)</b> <b>Assumes 47 Class Days + 1 Final Exam Day</b>		
<b>3-5 (CH) / T</b>	<b>4 (CH) / R</b>	
09:00 am – 05:30 pm	09:00 am – 03:00 pm	

**Regional Campuses**

Meets Monday - Thursday

Classes must begin and end according to University standard schedule.

<b>First 4-Week Session</b> <b>May 17, 2021 - June 10, 2021 (Mon. – Thurs.)</b> <b>Assumes 15 Class Days + 1 Final Exam Day</b>		
	<b>3 (CH) / TR</b>	
	5:30-8:20 pm	

<b>8-Week Session</b> <b>June 14, 2021 - August 5, 2021 (Mon. – Thurs.)</b> <b>Assumes 31 Class Days + 1 Final Exam Day</b>			
<b>3 (CH) / MW</b>	<b>3 (CH) / TR</b>	<b>3 (CH) / MTWR</b>	
9:00 am – 11:50 am	9:00 am – 11:50 am	12:00 pm - 01:15 pm	
1:30 pm – 4:30 pm	1:30 pm – 4:30 pm		
5:30 pm – 8:20 pm	5:30 pm – 8:20 pm		

## Scheduling Parameters

There are seven standard summer sessions. Courses should be scheduled according to the regular weekly calendar within one of these sessions. However, under special circumstances, and with the approval of the Provost, non-standard schedules may be implemented for the current summer school term only.

All courses must adhere to the credit hour standards of the University. The expectation is that a course requires 2,250 minutes of student effort per credit hour. In typical lecture courses, this is 750 minutes in class and 1,500 minutes outside of class. Online and blended courses should be designed to facilitate the achievement of student learning outcomes comparable to those of face-to-face courses requiring the standard amounts of in-class and out-of-class time.

The standards for different course types are shown below.

<b>Type</b>	<b>Supervised Minutes/credit hour (Minimum)</b>	<b>Expected Unsupervised Student Time (Minimum)</b>
Private lesson	450	1800
Lecture	750	1500
Workshop	1200	1050
Lab	1500	750
Internship	2250	0

Other types of courses would fall into these five categories as shown:

<b>Type</b>	<b>Includes</b>
Private lesson	Private lessons (music, etc.)
Lecture	Lecture, independent study, readings, webinar
Workshop	Workshop (8XX course numbers)
Lab	Lab, studio, independent research, rehearsal & production
Internship	Internship, clinical, practicum, field study, travel, thesis, special projects

For all courses (traditional, online, blended), it is the responsibility of the college or school to ensure that credit hour requirements are met. A credit hour calculator is available by contacting [onlineinstruction@semo.edu](mailto:onlineinstruction@semo.edu).

## Budget Planning

With few exceptions, faculty appointments are for the 10-month academic year. Summer appointments represent an additional contract, which is specifically related to the teaching of one or more classes or their equivalent in a non-instructional assignment. The base rate is 2.75% of salary per credit hour taught, and actual pay is dependent on enrollment. Salary calculation for each section is prorated following the salary structure shown below.

### Prorating Salaries

For each credit hour taught in a summer session, the maximum salary is calculated at 2.75% of the base salary for the previous year. All courses must meet enrollment criteria as set by the university. The salary for each course will be prorated based on student enrollment on the last day to add a summer session class or to withdraw with 100% refund from a summer class. Under no circumstances will the prorated salary exceed the maximum calculated salary or be less than 50% of the maximum salary. For undergraduate courses, the salary for each assignment will be prorated by dividing the maximum salary by twelve (12) and then multiplying by the number of students enrolled in that course (undergraduate courses must have a minimum enrollment of 12 unless prior special exception has been granted by the Provost). For graduate courses, the salary will be prorated by dividing the maximum salary by ten (10) and then multiplying by the number of students enrolled in that course (graduate courses must have a minimum enrollment of 8 unless prior special exception has been granted by the Provost).

\* For all 600-level classes, 500 or 800-level classes must have at least 8 graduate students enrolled, and 400/600-level cross-listed courses using the combined enrollment if at least 8 graduate students are enrolled. In all other cases, the undergraduate criteria are used.

According to Faculty Senate Bill 14-A-37, “The salary for each course will be prorated based on student enrollment on the last day to add a summer session class or to withdraw with 100% refund from a summer class.” These dates are provided below for each summer 2021 sessions. (Administrative Assistants using Internet Native Banner can find enrollment for the appropriate census date for any summer section in SSASECT under the “section enrollment information” tab. Base salaries can be checked in the NBAJOBS table in Banner.)

#### Last Day to Add or Withdraw With 100% Fee Adjustment for 2021 Summer Sessions

<b>1<sup>st</sup> 4-Wk</b>	<b>1<sup>st</sup> 6-Wk</b>	<b>12-Wk</b>	<b>2<sup>nd</sup> 4-Wk</b>	<b>8-Wk</b>	<b>2<sup>nd</sup> 6-Wk</b>	<b>3<sup>rd</sup> 4-Wk</b>
<b>Tue. May 18</b>	<b>Fri. May 21</b>	<b>Fri. May 21</b>	<b>Tue. June 15</b>	<b>Fri. June 18</b>	<b>Fri. July 2</b>	<b>Tue. July 13</b>

### Cancellation of Underenrolled Sections

*Undergraduate classes with fewer than 12 students enrolled and graduate classes with fewer than 8 students enrolled will be cancelled and not offered except by special prior approval by the Provost.*

#### 2021 Summer Classes with Low Enrollment Should be Cancelled by the Following Dates

<b>1<sup>st</sup> 4-Wk, 1<sup>st</sup> 6-Wk, 12-Wk</b>	<b>2<sup>nd</sup> 4-Wk and 8-Wk</b>	<b>2<sup>nd</sup> 6-Wk</b>	<b>3<sup>rd</sup> 4-Wk</b>
<b>Mon. April 26</b>	<b>Mon. May 24</b>	<b>Mon. June 7</b>	<b>Mon. June 21</b>



## **Workshops and Study Abroad**

Summer workshops are treated like any other summer course. Study abroad courses are exceptional circumstances and will be approved by following the “Short Term Study Abroad Student Fee Calculation Sheet”.

## **Enrollment Capacity**

The enrollment capacity for online courses is 35 for undergraduate and 25 for graduate level courses. Regardless of modality, capacity should be set at no less than 12 students and no more than 35 for undergraduate and no less than 8 students and no more than 25 for graduate courses. Any exception requests should be submitted to the Provost.

## For Department Chairs & Administrative Assistants: Banner Entry

### **Faculty Load**

There is no credit hour limit *per se* for faculty in the summer. Total summer pay for a faculty member, including pay for teaching, research, and alternate assignments, must not exceed 33% of the faculty member's 10-month base salary. Load assignments should be made with this restriction in mind. If all the faculty member's summer pay comes from summer instruction, then this would impose a limit of 12 credit hours (12 x 2.75% = 33%). However, if the faculty member has summer pay from the University for research, alternative assignment, etc., this will reduce the number of credit hours of teaching that can be assigned to that faculty member.

### **Split Load Instructions**

When courses are concurrently taught by an instructor (e.g. 400/600 level courses), the workload should be split evenly into each course. This also applies to ITV courses, for which the load is divided evenly among the number of sections making up the one course. When a course is team-taught, the load should be split between the instructors according to the percentage of effort (equal effort = equal share of workload).

### **Banner entry instructions**

1. For full-time faculty, the maximum summer pay rate per credit hour taught is 2.75% of their base salary for the preceding academic year. All summer pay should then be prorated according to enrollment as shown on page 8. Base salaries can be checked in the NBAJOBS table in Banner. The base salary rates for part-time faculty are the same as academic year assignments:

Degree	One (1) Credit Hour	Two (2) Credit Hours	Three (3) Credit Hours
Masters	\$847	\$1694	\$2541
Masters + 30 hours	\$930	\$1860	\$2790
Doctorate	\$1023	\$2046	\$3069
Emeriti	\$1228	\$2456	\$3684

2. Departments are responsible for notifying new hires to complete new-hire paperwork and submit a resume and official transcripts. The link to new-hire paperwork is [http://www.semo.edu/hr/forms\\_list.htm#New\\_Employee](http://www.semo.edu/hr/forms_list.htm#New_Employee). All forms under the New Employee section must be completed except for the Appointment Memorandum. Departments then enter the new hire into NEOGOV and attach the new-hire paperwork, resume, and transcripts. The official transcripts must be forwarded to Human Resources.
3. All faculty appointments should be completed by February 15, 2021.
4. Exact deadlines for the Banner Contract process for contract issuance are provided by the Budget Office via the Faculty Load Timeline.
5. In the event that an appointment must be canceled after contracts have been issued, the departments are to follow the Banner Contract Process below:
  - a. Cancel the assignment in Banner SIAASGN.
  - b. Complete the PT/OVL Changes form and submit to the Budget Office to cancel the contract in self-service.

6. Two (2) non-instructional assignments must be completed in Banner SIAASGN for chairpersons. The summer rate is 1/9<sup>th</sup> of the base salary + a \$3000 stipend. The appointment is for the complete summer term from the Monday preceding the first 4-week session through the Monday following the close of the 8-week session, consisting of the period from May 14 through August 6. Enter the two (2) chairperson assignments based on the example below.

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix
AA00	.001		LA	PSPR		SU		10CH	F99622	10
AA01	3.000		LA	PSPR		SU		10CH	F99622	10

7. All non-instructional assignments must be entered into Banner SIAASGN. This is found in the Faculty Non-Instructional Assignment form under Option within the SIAASGN table. You must provide the following for each assignment:

Type:	See the table below
Work Load:	Credit Hour Equivalent
College:	Insert your college
Department:	Insert your department
Contract:	<b>Change to SU for summer.</b>
Assignment Type:	Insert Assignment Type Code – see table attached.
Position Number:	Insert position number for the faculty member
Position Suffix:	Insert correct suffix (see below). 10 = Chairperson 12 = Non-Instructional Assignment 15 = 1 <sup>st</sup> 4-Week 15 = 1 <sup>st</sup> 6-Week 15 = 2 <sup>nd</sup> 4-Week 20 = 12-Week 20 = 8-Week 20 = 2 <sup>nd</sup> 6-Week 21 = 3 <sup>rd</sup> 4-Week (depends on dates) = FY 51 = Extended and Continuing Education course paid in June 52 = ECE course paid in June and July 53 = ECE course paid in July
PLEASE NOTE	If a full-time staff member teaches a summer course, use the position number F99495 with the correct suffix.

### Faculty Non-Instructional Summer Assignment Type Codes

AA00	Chair Summer Only Stipend
AA01	Chair Summer Only Alt Assignment
AA02	Assoc Dean Summer Only Alt Assignment
AA03	Director – Alt Assignment
AA04	Coordinator / Supervisor Alt Assignment
AA05	Administrator Alt Assignment
AA08	Assessment Alt Assignment
AA09	Library Administrator Alt Assignment
AA10	Accreditation Alt Assignment
AA11	Miscellaneous Alt Assignment
GA03	Summer Only Graduate Assistant

Note: When the hardcopy reports of assignments are sent to your department for review, you will need to provide the following information for each non-instructional assignment:

- a. Exact Description of the assignment
  - b. Exact start Date and End Date
  - c. Funding Source
  - d. Credit Hour Equivalent
  - e. Salary
  - f. Special pay dates if grant stipulated other than the University payroll calendar.
8. University pay dates are noted below:
- a. 1<sup>st</sup> and 2<sup>nd</sup> 4-Week and 1<sup>st</sup> 6-Week Assignments – paid 100% June 30.
  - b. 12-Week, 8-Week, and 2<sup>nd</sup> 6-Week Assignments – paid 50% June 30 and 50% July 31.
  - c. 3<sup>rd</sup> 4-Week Assignments – paid 100% July 31.
9. Please refer to the table below for the funding codes for each summer assignment.

<b>Code</b>	<b>Description</b>
02CR	Core Funding
07RR	Reading Recovery Funding
10CH	Summer Chairperson
14MS	Summer Alternative Funding
15GR	Summer Grant Funding
17IE	Intensive English Program Funding
21CE	Continuing Education
23NL	No Load
24PB	Poplar Bluff
25CC	Cape College Center

**Special note about online sections**

When entering the information for an online course into the Banner system, please take care that all appropriate descriptive fields are completed.

Field	Entry
Section No.	Must be in the format 74X – First section should be 740, next 741, etc.
Campus	W (web-based)
Instructional Method	NT
Building	Web
Hours per Week	“0”
Degree Program Attributes	ONL (and others as required)