

CU Denver (Denver Campus) Information about Maymester 2012¹

Following the successful launch of Maymester in 2009, UC Denver (Denver Campus) will again offer a three-week Maymester session at the start of the summer 2012 term. In addition to offering “regular” courses in the condensed format, Maymester could include innovative and multidisciplinary courses that may not currently exist, international education courses or certain online courses. Faculty members planning to offer courses that do not yet exist will need to plan ahead and submit course proposals to the appropriate curriculum committees and Deans’ offices during the fall semester so that the new courses will be in the inventory when registration for summer begins.

Details:

- Maymester is a **three-week session**. It is one of the **summer 2012** terms.²
 - Dates: May 14 – May 31
 - Class scheduling days/times:
 - **Mondays through Thursdays**, three consecutive weeks
 - No class on Memorial Day, Monday, May 28, 2012
 - Three possible class schedule times: 8:30 a.m. – 12:20 p.m.; or 12:30 p.m. – 4:20 p.m.; or 5:00 p.m. – 8:50 p.m.
 - Exceptions to use a timeframe that deviates from these three class schedule periods for Maymester classes must be approved by the Maymester Planning Group. Submit requests on the [“Course Scheduling Exception Requests”](#) to Teri Burleson by December 1, 2011 (priority deadline). Priority exceptions will be reviewed in December 2011. The final deadline for submitting scheduling exception requests is **February 1, 2012**. Final requests will be reviewed by the end of February, 2012. The Maymester Planning Group will evaluate the requests.
 - Campus Village lease information TBD.
- **Scheduling** of Maymester classes occurs within each school and college in the Deans’ offices.
- **Regular summer 2012 term classes** (those offered within the 8-week period, June 4 – July 28, 2012) cannot be scheduled during the Maymester timeframe without prior approval. Submit requests to use any of the Maymester dates (May 14 through May 31, including the weekends) by completing and submitting the [“Course Scheduling Exception Requests”](#) to Teri Burleson by **December 1, 2011** (priority deadline). Priority exceptions will be reviewed by December 31, 2011. Submit final Maymester course scheduling exception requests by **February 1, 2012** for review by February 29, 2012. The Maymester Planning Group will evaluate the requests.

¹ For more information, contact the one or more members of the Maymester Planning Group: Teri Burleson (Chair), Joann Brennan, Pam Erickson, Christine Feagins, Jeff Franklin, Deserae Frisk, Eric Gray, Martina Juarez-Lopez, John Lanning, Patricia McKissock, Sara Potter, Dawn Savage, Ellen Stevens, John Sunnygard, Michael Tang, Casey Washburn, Cliff Young

² The regular 8-week summer term will run from June 4 – July 28, 2012. Within this session, a variety of meeting patterns are possible (e.g., 4-week classes, 5-week classes, 8-week classes).

- **Online Classes:** Beginning Maymester 2012, requests to schedule a class using an online (or hybrid) delivery mode will be reviewed by the Maymester Planning Group. Submit requests on the [“Course Scheduling Exception Requests”](#) to Teri Burleson. The Maymester Planning Group will evaluate the requests.
- **Maymester Abroad** program proposals must be approved by the department, school/college, and Office of Global Education. The Maymester Abroad proposal process is conducted online. Faculty members interested in proposing Maymester Abroad classes must begin planning their program one year in advance; the proposal deadline for Maymester Abroad 2012 will be September 1, 2011. For more information, please contact John Sunnnygard, Director, Global Education: John.Sunnnygard@ucdenver.edu or 303.807.9956
- To enhance opportunities for **student success** in Maymester courses,
 - Students will be allowed to enroll in **only one** Maymester course.
 - The **drop deadline** will be midnight of the second day of Maymester classes (Tuesday, May 15, 2012).
- To aid **faculty members** in **developing** a new course for Maymester or in **converting** an existing course into the three-week format,
 - A **workshop** will be offered through the Center for Faculty Development. It will include hands-on assistance with developing or converting syllabi, tips on structuring class time to optimize learning and minimize fatigue, ways to use technology and other instructional tools, and so on. The sessions will occur during the spring semester on the following dates:
 - ✓ Session 1: Friday, February 3, 2012, 9:00 a.m. – noon; location TBD.
 - ✓ Session 2: Friday, February 10, 2012, 9:00 a.m. – noon; location TBD.
 - ✓ Session 3: Friday, February 17, 2012, 10 a.m. – 12:30; location TBA.
 - A \$500 stipend is available for faculty new to teaching Maymester.
 - For **more information about the workshop or stipend**, contact Ellen Stevens, Director of the Center for Faculty Development: Ellen.Stevens@ucdenver.edu or 303-315-3032.
- Faculty members leading **Maymester Abroad** courses (and summer Global Study programs) must attend at least one mandatory *Global Study* workshop (topics will differ and feature experienced faculty leaders). Workshops will be held January 27, 2012, 9 a.m.– 1 p.m. and April 20, 2012, TBA. Lunch will be served at both sessions. For more information about the workshop, contact either: John Sunnnygard, Director of Global Education, john.sunnnygard@ucdenver.edu or 303.807.9956; or Ellen Stevens, Director of the Center for Faculty Development, ellen.stevens@ucdenver.edu or 303.315.3032.
- Faculty will be paid for teaching a Maymester 2012 course according to the **summer teaching pay rates/conditions** established in each school and college. For more information, check with your Dean’s office.
- **Important Dates:**
 - **Scheduling** of Maymester classes occurs within each school and college, in the Deans’ offices.

- **December 1, 2011:** [“Course Scheduling Exception Requests”](#) for priority consideration due to Teri Burleson : Teri.Burleson@ucdenver.edu or 303.315.2567.
- **February 1, 2012:** [“Course Scheduling Exception Requests”](#) for final consideration due to Teri Burleson: Teri.Burleson@ucdenver.edu or 303.315.2567.
- **Feb. 3rd, 10th and 17th, 2012:** Workshop for faculty members who are new to Maymester.