

**CU Denver (Denver Campus)**  
**Information about Maymester 2013<sup>1</sup>**

Following the successful launch of Maymester in 2009, CU Denver (Denver Campus) will again offer a three-week Maymester session at the start of the summer 2013 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 online courses that have been approved for the Maymester session. 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 2013** terms.<sup>2</sup>
  - Dates: May 20 – June 6, 2013
  - Class scheduling days/times:
    - **Mondays through Thursdays**, three consecutive weeks
    - No class on Memorial Day, Monday, May 27, 2013
    - 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 [Scheduling/Exception Request form](#) to Teri Dragomir by November 1, 2012 (priority deadline). Priority exceptions will be reviewed in December 2012. The final deadline for submitting scheduling exception requests is **February 1, 2013**. Final requests will be reviewed by February 28, 2013.
  - Campus Village lease information TBD.
- **Scheduling** of Maymester classes occurs within each school and college in the Deans’ offices.
- **Regular summer 2013 term classes** (those offered within the 8-week period, June 10 – August 3, 2013) cannot be scheduled during the Maymester timeframe without prior approval. Submit requests to use any of the Maymester dates (May 20 through June 6, 2013, including the weekends) by completing and submitting the [form](#) to Teri Dragomir by **November 1, 2012** (priority deadline). Priority exceptions will be evaluated by the Maymester Planning Group by December 31, 2012. Submit final Maymester course scheduling exception requests by **January 15, 2013** for review by February 29, 2013.
- **Online Classes:** Beginning in Maymester 2012, requests will be considered to schedule a class using an online (or hybrid) delivery mode may be reviewed by the Maymester Planning Group. Submit requests on the [Exception/Scheduling Request Form](#) to Teri Dragomir. 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

---

<sup>1</sup>For more information, contact the one or more members of the Maymester Planning Group: Teri Dragomir (Chair), Joann Brennan, Mary Connelly, Joni Dunlap, Ingrid Eschholz, Jeff Franklin, Deserae Frisk, Evan Icolari, Martina Juarez-Lopez, John Lanning, Mary Lovit, David Mays, Patricia McKissock, Sara Potter, Dawn Savage, Donna Sobel, Tamara Southern, John Sunnygard, Cliff Young.

<sup>2</sup> The regular 8-week summer term will run from June 10 – August 3, 2013. Within this session, a variety of meeting patterns are possible (e.g., 4-week classes, 5-week classes, 8-week classes).

in proposing Maymester Abroad classes must begin planning their program one year in advance. For more information, please contact John Sunnygard, Director, Global Education: [John.Sunnygard@ucdenver.edu](mailto:John.Sunnygard@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 21, 2013).
- 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 1, 2013, 9:00 a.m. – noon; LSC 745.
    - ✓ Session 2: Friday, February 8, 2013, 9:00 a.m. – noon; LSC 745.
    - ✓ Session 3: Friday, March 1, 2013, 9:00 a.m. – noon; LSC 745.
  - A \$500 stipend is available for faculty new to teaching Maymester. To receive the stipend, individuals are required to attend one of the Maymester workshops and submit a completed syllabus to the Center for Faculty Development.
  - For **more information about the workshop or stipend**, contact Donna Sobel, Director of the Center for Faculty Development: [Donna.Sobel@ucdenver.edu](mailto:Donna.Sobel@ucdenver.edu) or 303-315-3032.
- Faculty members leading **Maymester Abroad** courses (and summer Global Study programs) must attend at two mandatory *Global Study* workshops (topics will be updated and feature experienced faculty leaders). The Faculty Global Study Proposal Workshop focuses on key considerations and design points. Workshops will be held January 25, 2013, 11 a.m.– 2:30 p.m. and April 19, 2013. The mandatory “Survivor: Travel Study Edition” covers safety and risk management issues. The workshops will be held October 26, 2012 and May 3, 2013. Faculty need only attend the proposal workshop once; Survivor is recommended every year. Lunch will be served at both sessions. For more information about the workshop, contact either: John Sunnygard, Director of Global Education, [john.sunnygard@ucdenver.edu](mailto:john.sunnygard@ucdenver.edu), 303.807.9956 or Donna Sobel, Director of the Center for Faculty Development, [donna.sobel@ucdenver.edu](mailto:donna.sobel@ucdenver.edu) or 303.315.3032.
- Faculty will be paid for teaching a Maymester 2013 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.
  - **November 1, 2012:** for priority consideration due to Teri Dragomir.
  - **January 15, 2013:** for final consideration due to Teri Dragomir.
  - **Feb. 1<sup>st</sup>, 8<sup>th</sup>, March 1<sup>st</sup>, 2013:** Workshop for faculty members who are new to Maymester.