



FROST SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

## **2010 Undergraduate Winterim Guidelines for Teaching**

### **Pay for Courses that are not Guaranteed**

Faculty who teach courses that are not guaranteed will be paid on a pro-rata basis according to the Faculty 2009 Winterim Pay Scale.

PAT's and adjunct faculty who teach courses that are not guaranteed will be paid on a pro-rata basis according to the PAT's and Adjunct Faculty 2009 Winterim Pay Scale

Offerings that would not have a guarantee attached to them are the following:

Internships, experimental courses, individual enrollments, practicum and courses that have a trip component.

In order to allow time for processing of tuition payments, arranged accounts, or changes in the arrangement between a faculty member and a student the above courses will be processed for the second pay period of the term.

### **Guaranteed Courses**

A course that has been guaranteed will run with **two** or more students enrolled.

An instructor who has requested that their course be guaranteed will be paid on a pro-rata basis according to the 2009 Winterim Pay Scale

### **Required Credit Hours**

Regular credit courses require 12.5 clock hours of meeting time per credit.

Physical Education activity courses require:

18 – 20 clock hours for 1 credit,  
25 clock hours for 2 credits and  
37.50 clock hours for 3 credits.

A 3-credit course should have a 15-minute break built into its meeting time.

## **Online or Blended Courses**

In Fall 2007 the faculty senate approved a policy which requires that in order to teach a blended or online course, instructors must be currently enrolled in or have completed the Faculty training program offered by PSU through the Office of Online Education. This policy has been in effect since and courses may not be scheduled without verification of enrollment or completion. The Office of Teaching and Learning Technologies can assist you in meeting that requirement.

The program is highly individualized, taking into account the current knowledge of Blackboard as well as previous experience teaching online. There are four modules: Orientation, Designing your Course, Teaching your Course and Assessing your Students. The modules can be accomplished via a completely online, self-paced training process, and or via face-to-face meetings with an instructional designer. For more information contact Terri Lessard at 53029.