



FROST SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

TO: Faculty and Adjuncts
FROM: Gail D. Carr, Director of Continuing Education
DATE: June 15, 2009
RE: Undergraduate Winterim 2010 Course Proposals
Please return forms by Early August

Winterim 2010: Winterim starts Monday, January 4 and has 16 days of classes ending on Tuesday, January 26. Wednesday and Thursday, January 27 and 28 are considered snow days or make-up days for on campus classes and are part of the on-line course days.

Holiday: Martin Luther King, Jr. Day, Monday, January 18, 2010 -no classes

Scheduled Class Days: Class meeting days are shaded on the calendar.

January calendar grid showing days of the week (S M T W R F S) and dates (1-31). Shaded cells indicate class meeting days: 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, 27, 28, 29, 30.

Contact hours: During winterim/summer a 3-credit course is required to meet for 37.5 clock hours or 2,250 minutes with an additional 10-15 minutes for break per class.

Course Proposals: Course Proposal Contracts need to be signed by department chairs and sent to the Frost School of Continuing and Professional Studies, (MSC 10) by early August. Original Experimental Course Proposal forms should be submitted to Provost Julie Bernier's office, and a copy should be sent to the Frost School of Continuing and Professional Studies office.