



Summer Session and Winterim Office
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September 4, 2009

To: Faculty, Rutgers-Camden
 From: Thomas J. Venables, Director, Rutgers Camden Summer Session
 Re: **Summer 2010 Course Proposals**

Thank you for another successful and productive summer session. Everyone worked hard to assure students would receive the best we have to offer. Please use this form, referring to the calendar below, to indicate your interest to teach in Summer 2010.

To assure accurate placement of our Camden courses on the university-wide master schedule, we ask strict adherence to the 4-week and 6-week schedules. Roster generation, bill payment, payroll and a host of vital inter-office functions depend on uniform course scheduling. Our goal is to attract Rutgers University students from all three campuses as well as, non-affiliated students to the Camden campus. List any information which will help us to promote your course on the reverse side.

Please return all proposals to the Summer Session Office by **Monday, September 28th**. Blank course proposal forms are also available on our Summer Session website: **summer.camden.rutgers.edu**. Scroll to bottom of the homepage and click on Rutgers Camden Faculty Information Page, you will find the course proposal form for Summer 2010. **The Summer Session Office will forward all completed course proposal forms to the appropriate department chair/director. Department chairs/directors will make final decisions on the academic course offerings for the Summer 2010 catalog.**

COURSE TITLE	SCHOOL #	SUBJECT #	COURSE #	CRS.	PREFERRED SCHEDULE (use section # listed below)
PLEASE PROVIDE COURSE NUMBERS:					
***Please attach course description for Special Topics courses or indicate when you last taught it for Summer/Winter Session. ***					

Your Name (PRINT CLEARLY): _____	Your Dept: _____
Your Email Address (PRINT CLEARLY): _____	

4-Week Courses: M-Th 8:00 a.m. - 10:40 a.m. M-Th 10:50 a.m. - 1:30 p.m. M-Th 1:40 p.m. - 4:20 p.m. MTuTh 6:00 p.m. - 9:40 p.m.	Term I: Sec. A1 (June 01-June 24) Sec. A2 (June 01-June 24) Sec. A3 (June 01-June 24) Sec. A6 (June 01-June 24)	Term II: * Sec. D1 (June 28-July 22)* Sec. D2 (June 28-July 22)* Sec. D3 (June 28-July 22)* Sec. D6 (June 28-July 22)*	Term III: Sec. J1 (July 26-Aug 18) Sec. J2 (July 26-Aug 18) Sec. J3 (July 26-Aug 18) Sec. J6 (July 26-Aug 17)
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6-Week Courses: Term I:* Sec. B1 (June 01-July 8)* Sec. B2 (June 01-July 8)* Sec. B4 (June 03-July 8)* Sec. B5 (June 01-July 8)* Sec. B6 (June 01-July 6)* Sec. B7 (June 02-July 12)*	M-Th 8:45 am - 10:35 am M-Th 10:50 am - 12:40 pm M & Th 6:00 pm - 10:00pm** M,Tu,Th 6:00 pm - 8:30 pm Tu & Th 6:00 pm - 9:40 pm M & W 6:00 pm - 9:40 pm	Term II: Sec. H1 (July 12-Aug 17) Sec. H2 (July 12-Aug 17) Sec. H4 (July 12-Aug 16) Sec. H5 (July 12-Aug 16) Sec. H6 (July 13-Aug 17) Sec. H7 (July 12-Aug 16)	M-Th 8:45 am - 0:35 am M-Th 10:50am - 2:40 pm M & Th 6:00pm - 9:40 pm M,Tu,Th 6:00pm - 9:40pm Tu & Th 6:00pm - 8:30pm M & W 6:00pm - 9:40 pm
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* Classes will not meet on Monday, July 5, 2010; the university is closed – Independence Day observed.
 ** Sec. B4 will meet 10 sessions (instead of 11 sessions) for 4 hours, due to two Monday holidays.

Off-Campus Sites: Atlantic Cape Community College; other off-campus courses; indicate interest on separate sheet.
(SEE REVERSE SIDE)

SUMMER 2010

As we plan the 2010 Summer Session brochure and other elements in our promotional campaign, I ask your assistance and advice. Please complete this short survey (below) or send me any other information (e.g., resume, pictures, publication notices, awards, and citations, etc.) which we can highlight in promoting the summer program.

IF YOU ARE PROPOSING A SPECIAL TOPICS COURSE, INCLUDE THE SPECIAL TOPICS COURSE DESCRIPTION:

SPECIAL FEATURES ABOUT YOUR 2010 SUMMER SESSION COURSE:

SPECIAL FEATURES ABOUT YOURSELF:

THE SUMMER SESSION PROGRAM IS PROMOTED IN VARIOUS FORMS OF ADVERTISING. WE CURRENTLY ADVERTISE IN RU NEWSPAPERS, VALPAK FLYERS, NJ TRANSIT BUSES, WEBSITE, BROCHURE, POSTCARDS, DIRECT EMAIL TO STUDENTS AND RU EVENTS. WE ENCOURAGE ALL FACULTY TO INDIVIDUALLY PROMOTE HIS/HER COURSE. ALL OF THESE OPTIONS HELP PROMOTE ENROLLMENT.

Name (please print): _____

Department: _____

Date: _____