**SUMMER 2015 – FACULTY COURSE PROPOSAL FORM**

Name (PRINT CLEARLY): ____________________________

Department: ____________________________

Your Email Address (PRINT CLEARLY): ____________________________

1. Special Topics course: include course description on the reverse side of this form or indicate when you last taught it for Summer/Winter Session.

2. Internet course: indicate what platform (eCollege, Sakai, etc.) below and include course details on the reverse side of this form.

3. MUST INCLUDE COURSE NUMBERS.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>SCH #</th>
<th>SUBJ #</th>
<th>COURSE #</th>
<th>CRS.</th>
<th>PREFERRED SCHEDULE (use Section # listed below)</th>
<th>IF INTERNET COURSE, (indicate platform, i.e. E-College, Sakai, etc.)</th>
<th>INDICATE FORMAT: Lecture = LEC. or Lecture/Hybrid = L/H</th>
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**IF INTERESTED, COURSE TO BE TAUGHT AT AN OFF-CAMPUS LOCATION:**

Off-Site Locations Codes:
Atlantic Cape Community College = ACCC; WMHEC = Monmouth-Freehold; JBMDL = Joint Base McGuire-Dix-Lakehurst; CCC = Camden County College (Blackwood Site).

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**SUMMER 2015 CALENDAR AND SECTION TIME FRAME:**

**4-Week Courses:**

Term I:
- M-Th: 8:00 am - 10:40 am
  - Sec. A1 (May 26 - June 18)

Term II:
- Sec. D1 (June 22 - July 16)

Term III:
- Sec. J1 (July 20 - Aug 12)

**6-Week Courses:**

Term I:
- Sec. B1 (May 26 - July 2)
  - M-Th: 8:45 am - 10:35 am
  - M, Tu, Th: 6:00 pm - 8:30 pm
- Sec. B2 (May 26 - July 2)
  - M-Th: 10:50 am - 12:40 pm
  - Tu & Th: 6:00 pm - 9:40 pm
- Sec. B4 (May 28 - July 2)
  - M & Th: 6:00 pm - 10:00 pm
- Sec. B5 (May 26 - July 2)
  - M, Tu, Th: 6:00 pm - 8:30 pm
- Sec. B6 (May 26 - July 2)
  - Tu & Th: 6:00 pm - 9:40 pm
- Sec. B7 (May 27 - July 1)
  - M & W: 6:00 pm - 9:40 pm

Term II:
- Sec. H1 (July 6 - Aug 12)
  - M-Th: 8:45 am - 10:35 am
- Sec. H2 (July 6 - Aug 12)
  - M-Th: 10:50 am - 2:40 pm
- Sec. H4 (July 6 - Aug 10)
  - M & Th: 6:00 pm - 9:40 pm
- Sec. H5 (July 6 - Aug 11)
  - M, Tu, Th: 6:00 pm - 9:40 pm
- Sec. H6 (July 7 - Aug 11)
  - Tu & Th: 6:00 pm - 8:30 pm
- Sec. H7 (July 6 - Aug 12)
  - M & W: 6:00 pm - 9:40 pm
As we plan the 2015 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 citation, etc.) which we can highlight in promoting the summer program.

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

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**SPECIAL FEATURES ABOUT YOUR 2015 SUMMER SESSION COURSE OR YOURSELF:**

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The Summer Session program is promoted in various forms of advertising. We currently advertise in RU newspapers, Google ads, websites, brochure, postcards, direct email to students and RU events. We encourage faculty to promote their own courses, especially to Rutgers students, as they constitute the bulk of our summer population. All of these options help promote enrollment.

**ANY ADDITIONAL PROMOTIONAL AVENUES THAT MIGHT ENHANCE ENROLLMENT IN YOUR COURSE:**

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