

## SUMMER 2012 – FACULTY COURSE RECOMMENDATION 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.**

COURSE TITLE	SCH #	SUBJ #	COURSE #	CRS.	PREFERRED SCHEDULE (use Section # listed below)	IF INTERNET COURSE, (indicate platform, i.e. E-College, Sakai, etc.)	INDICATE FORMAT: Lecture = LEC. or Lecture/Hybrid = L/H

**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).

COURSE TITLE	SCH #	SUBJ #	COURSE #	CRS.	PREFERRED SCHEDULE (use Section # listed elow)	OFF-CAMPUS SITE*

**SUMMER 2012 CALENDAR AND SECTION TIMEFRAME:**

**4-Week Courses:**

M-Th 8:00 am - 10:40 am  
M-Th 10:50 am - 1:30 pm  
M-Th 1:40 pm - 4:20 pm  
MTuTh 6:00 pm - 9:40 pm

**Term I:**

**Sec. A1** (May 29 - June 21)  
**Sec. A2** (May 29 - June 21)  
**Sec. A3** (May 29 - June 21)  
**Sec. A6** (May 29 - June 21)

**Term II: \***

**Sec. D1** (June 25 - July 19)\*  
**Sec. D2** (June 25 - July 19)\*  
**Sec. D3** (June 25 - July 19)\*  
**Sec. D6** (June 25 - July 17)\*

**Term III:**

**Sec. J1** (July 23 - Aug 15)  
**Sec. J2** (July 23 - Aug 15)  
**Sec. J3** (July 23 - Aug 15)  
**Sec. J6** (July 23 - Aug 14)

**6-Week Courses:**

**Term I:\***

**Sec. B1** (May 29 - July 5)\* M-Th 8:45 am - 10:35 am  
**Sec. B2** (May 29 - July 5)\* M-Th 10:50 am - 12:40 pm  
**Sec. B4** (May 31 - July 5)\* M & Th 6:00 pm - 10:00 pm\*\*  
**Sec. B5** (May 29 - July 3)\* M,Tu,Th 6:00 pm - 8:30 pm  
**Sec. B6** (May 29 - July 3)\* Tu & Th 6:00 pm - 9:40 pm  
**Sec. B7** (May 30 – July 2)\* M & W 6:00 pm - 10:00 pm\*\*

**Term II:**

**Sec. H1** (July 09 - Aug 14)  
**Sec. H2** (July 09 - Aug 14)  
**Sec. H4** (July 09 - Aug 13)  
**Sec. H5** (July 09 - Aug 13)  
**Sec. H6** (July 10 - Aug 14)  
**Sec. H7** (July 09 - Aug 13)

M-Th 8:45 am-10:35 am  
M-Th 10:50 am - 2:40 pm  
M & Th 6:00 pm - 9:40 pm  
M,Tu,Th 6:00 pm - 9:40 pm  
Tu & Th 6:00 pm - 8:30 pm  
M & W 6:00 pm - 9:40 pm

\* Classes will not meet on Wednesday, July 4, 2012; the university is closed – Independence Day observed.

\*\* Sec. B7 will meet 10 sessions (instead of 11 sessions) for 4 hours, due to holiday on Wednesday, July 4th).

**SUMMER 2012**

Name (PRINT CLEARLY): \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Your Email Address (PRINT CLEARLY): \_\_\_\_\_

As we plan the 2012 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 2012 SUMER 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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