

Interim 2008

GUIDELINES

GENERAL INFORMATION

The Interim Program was instituted as an opportunity for faculty and students to participate in creative and innovative educational experiences. It provides a unique occasion for offering courses not appropriate or possible during regular terms. It is an excellent opportunity for students to learn through research, independent study, experiential learning or travel. The flexible nature of the Interim Program allows for classes beginning before and extending after the three-week period traditionally known as Interim term provided that the majority of the course work is completed during the term itself. Faculty members may wish to develop courses that have a week of intensive classroom experience during one week of the Interim term and spread other out-of-class learning experiences over several months. When high student demand, limited resources, or other factors indicate a clear and convincing need, regular term courses may be offered during the Interim period. Courses with a core designation may be allowed during Interim if the divisional committee reviewing course proposals for Interim determines that all purposes of the course related to its core designation can be achieved within the Interim term.

SUBMISSION OF COURSE PROPOSALS

The dates for Interim 2008 are May 12 through May 30, 2008. **Course proposal forms may be obtained from the dean's office of your college or from the Interim Web site at www.interim.ua.edu.** Academic information concerning each course is submitted as a syllabus. Items to be included in the syllabus are listed on the proposal form and include all information required by departmental chairpersons and for distribution to students. The suggested statement concerning the **Policy on Academic Misconduct** is: "All acts of dishonesty in any work constitute academic misconduct. The Academic Misconduct Disciplinary Policy will be followed in the event of academic misconduct." The suggested statement concerning **disability accommodations** is: "To request disability accommodations, please contact Disabilities Services (348-4285). After initial arrangements are made with that office, contact your professor."

Each course proposal must be approved by the departmental chairperson, a divisional committee, and then **by the appropriate dean**. Additional reviews may be a part of the procedure in some departments and divisions. The various divisions will establish dates **during the fall semester** by which Interim proposals must reach them. Information concerning these dates may be obtained from the appropriate dean's office. Notification of the acceptance of a course as a proposed Interim offering is made by the appropriate dean's office.

It is expected that the proposer of the course will actually teach the course. Any other arrangement must be stated in the proposal and have the approval of the appropriate dean.

BUDGETARY CONSIDERATIONS

Although every effort will be made to include all proposals approved by the deans as Interim offerings, it may be necessary, because of budgetary considerations, to limit the number of courses offered from each school or college. It should be noted here that a large number of courses from any given department or area divides the expected population of students. For this reason, individual deans and departmental chairpersons may wish to set limits on the number of courses submitted from specific areas. In the duplication of courses, the appropriate dean's office will make the decision on which course has priority.

The present method of compensating Interim faculty members has resulted in overall financial benefits to the faculty but has taken away some flexibility in terms of ability to respond to requests for **class size limitations and for graduate assistants**. As in the past, a professor is

not expected to be involved in any other academic endeavor during the Interim period and therefore is expected to handle **up to thirty** students without the assistance of a graduate assistant or another faculty member. It is possible that some travel courses or laboratory courses would need to be closed with fewer than thirty because of some physical limitation of vehicles or facilities. If such is the case, the proposer must include the justification for this request with the course proposal when it is submitted to the department chairperson and dean for consideration.

There is also no provision for paying **honoraria** from the Interim Program resources to faculty members who serve as guest lecturers. Professors teaching courses during Interim who wish to compensate these persons or who wish to have a graduate student assistant may direct the Office for Academic Affairs to divert a part of their salaries for these purposes.

Because all incidental expenses in the planning and presentation of a course—telephone calls, duplicating, expendable materials and supplies, etc.—must be assumed by the appropriate department, these expenses should be outlined in the proposal and approved by the departmental chairperson. **Fees may not be collected from students for incidental expenses.**

FINAL SELECTION OF COURSES

Final decisions as to which courses are offered are based on overall budgetary considerations, with the number of students registering for each course being the main factor in the decisions. **In the simplest terms, courses showing the largest registrations have the greatest opportunity of being retained; courses showing smaller registrations may be dropped BEFORE the billing for courses begins.** Faculty members and students involved will be notified promptly of courses dropped so that they may make other plans.

COMPENSATION

The salary for teaching a three-hour course will be the **lesser of** eighty-five percent (85%) of the in-state tuition paid by the student or 7.5% of the professor's academic year salary. A faculty member who wishes to teach a course with another faculty member should be advised that salary in this situation will be handled as Summer School salaries; that is, each professor will be paid a percentage of the salary which would be paid if the professor had taught the course alone. The percentage is dependent on the amount of the professor's involvement in the course. In no case should the total involvement of the professor be more than one hundred percent (100%). In no case shall compensation for teaching any 3- hour course exceed 7.5% of a professor's academic year salary.

For team-taught courses enrolling forty or more students, other compensation arrangements may be possible. These must be approved in advance by the Vice President for Academic Affairs.

PLEASE NOTE: A PROFESSOR WHOSE COURSE IS RETAINED AFTER REGISTRATION IS NOT GUARANTEED, AT THIS POINT, ANY PARTICULAR SALARY.

Faculty or staff members who are on twelve-month appointments, or who are involved in grant activity between May 12, 2008 – May 30, 2008, may participate in teaching but should be advised that in some cases it is not possible to compensate them for their services. The matter of compensation in these cases should be resolved by the proposer and appropriate dean and approved in advance by the Vice President for Academic Affairs.

GRADUATE COURSES

Any faculty member teaching a graduate-level course **must be a member of the graduate faculty**. The dual numbering of courses in order to accommodate the course-level needs of both undergraduates and graduates is permissible **provided a bona fide difference in requirements**

for the two levels is stated in the syllabus. It is expected that dual numbering would involve 400/500 levels and not disparate levels such as 300/600, etc.

COURSES INVOLVING TRAVEL WITHIN THE UNITED STATES

All proposals for courses including travel should include itinerary, specific plans for housing, meals and transportation, and complete cost information. **The appropriate *United States* travel course form should be completed and submitted with each proposed travel course.** Forms are available at the **Interim web site. (www.interim.ua.edu)** A completed copy of the appropriate travel form should be provided to each individual prior to their enrollment. This will assure the student understands the costs and terms of payment. A release from liability must be signed prior to departure by each person enrolled.

The costs of any travel connected with an Interim course will be charged as a travel fee to the students enrolled. It is permissible for the instructor's expenses to be absorbed in the total price of the travel package. The established travel fee plus the tuition will be paid in installments on preset dates. In either case it is to be paid directly to the University at the Office of Student Receivables. The travel fee will be deposited into the account of the departmental office in which the course is listed. The department is responsible for expending this money following usual University procedures, and the faculty member involved is advised to keep careful records. Informal financial arrangements or collections by faculty members for expenses must be avoided to prevent any misunderstandings related to the use of student fees.

The instructor's expenses for prepaid items (e.g. hotel, airfare, etc.) may be paid in advance along with the students' expenses. However, the instructor's expenses incurred during the trip must be paid by the instructor and eligible expenses reimbursed by the University upon return. The University cannot advance funds to faculty/staff for such costs. Funds may be advanced for expenses incurred by students during the trip, provided that those expenses cannot be prepaid. Refer to the University's travel expense policy for requirements concerning reimbursement documentation requirements and procedures.

COURSES INVOLVING INTERNATIONAL TRAVEL

If the proposed travel course will be held outside the US, the course will be administered through Capstone International Program Center (CIPC). Contact CIPC for further information.

Please note: Due to unusual world circumstances, Interim 2008 travel courses (especially international travel courses, but perhaps some domestic courses as well) may involve additional precautions and preparation.

TUITION COSTS

The per hour tuition cost for Interim will be \$264.00 for undergraduate residents, \$278.00 for graduate residents, and \$508.00 for law residents; ; thus, the tuition for three hours credit will be \$792.00, \$834.00, and \$1524.00. respectively. Non-resident undergraduates will be charged \$730.00 per hour, non-resident graduates will be charged \$797.00 per hour, and non-resident law students will be charged \$947.00 per hour. The total tuition cost of a three-hour course for non-residents will be \$2,190.00 undergraduate, \$2,391.00 graduate, and \$2841.00 law. Auditing a course does not affect the rate charged for the course. These rates are subject to change without notice.

Faculty/staff tuition grants for dependents are available during Interim and should be filed at the Benefits Office. **Those who applied for grants for Fall and/or Spring DO NOT NEED to reapply for Interim.**