

Guidelines for Interim:

Please observe Guidelines for the St. Olaf January Term (issued Fall 1999) when updating the class and lab schedule for Interim 2017-18.

The intent of these guidelines is to give direction to faculty and administration in the development and monitoring of the January Interim program.

- I. Number and level of departmental offerings
 - A. Each department should plan to offer that number of January Term courses which equals or exceeds its average number of courses taught during the past three January Terms;
 - B. Each year the number of January Term courses offered by a department should be approximately 10% of its yearly course offerings;
 - C. Approximately 40% of a department's January Term courses shall be Level I.

- II. Class Size

Minimum and maximum enrollment limits for the three levels of January Term courses shall be as follows:

Level	Minimum enrollment (for courses to be offered)
I	10
II	8
III	6

- III. Student Work Load and Class Meeting Time

In general, faculty/student contact hours for January Term courses shall approximate faculty/student contact hours per course during the regular semester: 35-40 hours for the entire January Term or 8-10 hours per week. Student workload, including class time, outside reading, and other course-related work, shall not be less than 40 hours per week.

All Interim classes **must** meet the first and last day of the term.

Please use the worksheet you will find here:

<http://wp.stolaf.edu/registrar/classlabschedprep>

to assist you in determining how many courses your department should plan to schedule for Interim 2017-18. This will help to ensure that we have enough courses to meet student needs.

Also, please keep in mind that there are three time slots during Interim:

8:00 – 10:00 a.m.

10:40 a.m. – 12:40 p.m.

1:00 – 3:00 p.m.

Please spread course offerings across the three time periods as much as possible.

Typically, there are many more faculty who request the 10:40 period than the other two periods, which makes it very difficult to find appropriate classroom space for 10:40 courses. If we find that we cannot accommodate all requests for 10:40, we will need to ask some faculty to change to 8:00 a.m. or 1:00 p.m.

If you have questions, please contact Stephanie Johnson, x 3014 "johnsons". Thank you!