

Guidelines for Interim:

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

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:

| <u>Level</u> | <u>Minimum enrollment (for courses to be offered)</u> |
|--------------|---|
| 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.

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@stolaf.edu". Thank you!