

(Continuing and Global Education Use Only)



Continuing and Global Education

5005 N. Maple Ave. M/S ED76 • Fresno, CA 93740-8025
559.278.0333 • FAX 559.278.0395

INTERSESSION COURSE PROPOSAL FORM

Complete both sides as needed. For guidance on this form,
please visit the Summer Session website at
fresnostate.edu/cge/courses/summersession/faculty/index.html.

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Year _____
Class No. _____
Class Section _____
Event ID _____
Lecture _____ Lab/ACT _____
Tuition Fee \$ _____ Course Fee \$ _____

Subject (e.g. ACCT)	Catalog No. (e.g. 144)	Description—16 characters including spaces (Complete section on reverse for Topic courses only)	Course ID	Units
Class Dates _____ Begin _____ End _____				
Lecture	Time _____	Days of the Week _____	Preferred Bldg./Room No. _____	Assigned Bldg./Room No. (Office Use Only) _____
Guideline: lecture based courses meet for 15 credit-hours per unit. A 3 unit lecture course should meet for 45 credit-hours per term.				
LAB/ACT	Time _____	Days of the Week _____	Preferred Bldg./Room No. _____	Assigned Bldg./Room No. (Office Use Only) _____

Enrollment Max.: _____ **Course Type:** ☐ Web-Enhanced (<20% online) ☐ Blended I (20-66% online) ☐ Blended II (67-99% online) ☐ Online (100% online) Classnotes _____
(To add classnotes, see reverse)

Restricted Enrollment: (Instructor or Department consent required for students to enroll). ☐ No ☐ Yes. If yes, permission numbers will be sent to:
☐ Instructor ☐ Dept. Admin. Asst. ☐ Program Coordinator ☐ Dept. Chair ☐ other _____ (check all that apply)

Computer Lab Needed: ☐ Mac **OR** ☐ PC ☐ Smart Classroom

Are there any **approved** additional course fees associated with this class? ☐ No ☐ Yes Amount \$ _____

Course Materials: Intersession instructors must use the HERO ordering system to document required course materials and textbooks. Information must be submitted by the textbook ordering deadline (see website). Contact the Kennel Bookstore Course Materials department at 559.278.4278 with any questions.

Will this class be team taught? ☐ No ☐ Yes [If yes, please attach additional form with "instructor information" section completed for other instructor(s)]

Instructor Information

Instructor's Name: _____
Last First Middle Initial (Needed for Payroll Purposes)

Highest Degree Held _____ E-mail Address _____

Home Address _____
Street City State Zip Code

Fresno State ID _____ Telephone _____
(Office) (Off-Campus Phone)

Campus Department _____ Mail Stop _____

Financial Eligibility: Will this assignment put you over the 125% workload limit? ☐ No ☐ Yes. If yes, you may not be currently eligible to teach this class. Please contact the Faculty Affairs Office for clarification.

Are you on the Faculty Early Retirement Program (FERP)? ☐ No ☐ Yes, contact Faculty Affairs.

For Teaching Associates only: Please list your expected graduation date. _____

For instructors who are not currently Fresno State employees/faculty:

Is this your first time signing up with California State University, Fresno Payroll Services? ☐ Yes, we will inform you of the next steps
☐ No, list date of last appointment _____

FOR OFFICIAL USE ONLY – TO BE COMPLETED BY DEPARTMENT STAFF

Signature _____ Extn _____

Instructor Rank: (**please check one**) ☐ Professor ☐ Associate Professor ☐ Assistant Professor ☐ Teaching Associate
☐ Lecturer D ☐ Lecturer C ☐ Lecturer B ☐ Lecturer A ☐ Volunteer (volunteer form attached)

I voluntarily request a teaching appointment in the Division of Continuing and Global Education; this appointment is considered "overload" and unaffiliated with State work assignments.

Instructor's Signature _____ Date _____
Department Chairperson _____ Date _____
College/School Dean _____ Date _____
Approved by _____ Date _____

Authorized Signature, Continuing and Global Education

Continued on reverse side

New Classnotes: Please provide the wording for any new classnotes; a number will be assigned when the class is created.

1.

2.

3.

For Topic courses only—Grading Option: ☐ Letter Grade ☐ Credit/No Credit Grade (CR/NC) ☐ Mixed (student chooses letter or CR/NC grading)

For Topic courses only—Full Course Title:

For Topic courses only—Course Objectives/Student Learning Outcomes:

For Topic courses only—Course Description: as it would appear in CGE promotional materials: