

May Term Mission and Policies

(Approved by the Curriculum Committee and reported to the faculty, February 2006)

The May Term includes three kinds of courses:

1. innovative, experimental courses
2. off-campus tours
3. regular catalog courses that can be adapted to the intensive three-week format.

Both students and faculty are limited to one course in May Term. Directed studies are not allowed.

Any faculty member may propose an innovative May Term course or a tour. If it is a departmental course or tour, it should have approval of the department before being presented to the Curriculum Committee. (The department for an IOCC or Cultural Studies course is the faculty who teach those courses. The department for Rhetoric is the Rhetoric staff.)

The Curriculum Committee will give final approval to the course and report it to the faculty. The faculty may reverse a decision of the committee.

In general, it is not expected that innovative courses or tours will meet breadth requirements but will be offered for enrichment purposes. However, a faculty member may request breadth designation by presenting evidence that a course will meet the appropriate division's criteria for breadth courses.

Courses or tours that are not in the catalog must be approved by the Curriculum Committee each time they are offered.

Any faculty member may propose a regular catalog class for May Term in a field of that person's expertise. Faculty wishing to offer such classes should be cautioned to consider whether the courses can be adapted to the three-week schedule. Departmental approval is required, but since the course is in the catalog it does not need further approval from the Curriculum Committee or the faculty.

Faculty who do not normally teach at MacMurray may also offer May Term (or summer) courses, provided they are sponsored by the appropriate department and meet the usual standards for teaching at MacMurray.

May Term and Summer Session Procedures

May Term tours: In February, the Registrar invites proposals for study tours for the May Term of the following year. The initial deadline for proposals is March 31. The list of approved tours for the following year is announced in April after the Curriculum Committee's decision.

Additional tours may be proposed later. No tour proposals will be accepted after September 30, however.

Tours are possible in the summer session as well. Proposals have the same deadlines as for May Term.

Regular catalog courses: In August, the Registrar invites current faculty members, regular and adjunct, to volunteer to teach courses in the following May Term and summer session. The initial deadline for proposals is September 30. Courses may be proposed later but will not appear in the initial catalog.

Regular catalog courses are automatically accepted, assuming the department approves. A faculty member is limited to one course during May Term, and to three regular courses (plus any number of Directed Studies)* in the summer session. However, there is no limit to the number of courses offered by departments or the College in either May or summer, since pay for each class comes from tuition for that class and is not a financial burden on the College.

Directed Study courses: (In the summer session, many courses are offered by Directed Study. These may be announced in the summer session catalog, if the instructor wishes.)* Directed Study courses are available only to students with a grade point average of at least 2.0 overall or for the preceding semester, and they are not available for a student to repeat a course. (The same policies and procedures apply for Directed Study as for regular catalog courses.)*

Non-catalog courses: The Registrar also invites current faculty to propose non-catalog courses for May Term. The deadline for proposals is September 30. Although experimental and innovative courses are generally proposed for the May Term, they may be proposed for the summer also.

*Superseded by policy below.

Directed Studies in Summer Session

(Policy proposed by the Academic Standards Committee and approved by the faculty, October 2006)

Summer Session faculty may teach as many as three regularly-scheduled courses. With permission of the Academic Standards Committee, they may also teach a limited number of Directed Study courses.

Only regularly-scheduled courses will be listed in the Summer Session catalog.

Policy for regular courses:

—If a course has six students or more, it should be taught as scheduled.

—If it has between three and five students, it should be taught as scheduled but does not need to meet as often.

—If it has one or two students, it may be taught as a Directed Study without special permission.

Policy for Directed Study courses:

—All such courses must be approved by the Academic Standards Committee.

—The faculty member should submit the syllabus for the course to the committee as far in advance as possible, together with a brief explanation of why it is needed and why it is feasible for Directed Study.