Summer Session 2018
Faculty Best Practices Workshop

Barbara Rusen, Assistant Director
Office of Summer & Winter Sessions
May 2, 2018
Agenda

- Welcome and introductions
- Summer Session background information
- Instructor resources
- Best Practices
- Teaching and Learning with Technology (TLT)
  - Demonstration - Dena Novak, Instructional Course Designer
- Closing
Welcome and Introductions

- Name
- Department
- Past experience(s)
- What you would like to gain from today’s workshop
Goals

Workshop Goals: Instructors will:

- Become familiar with summer resources, policies and procedures
- Discuss summer teaching strategies
- Share best practices and lessons learned
# Session View for 2018

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>July 30-Aug 15</td>
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<tr>
<td>4</td>
<td>May 29-June 23</td>
<td>June 25-July 20</td>
<td>July 9-Aug 3</td>
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<td>July 23-Aug 15</td>
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<td>6</td>
<td>May 29-July 6</td>
<td>June 25-Aug 3</td>
<td>July 9 –Aug 15</td>
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<td>8</td>
<td>May 29-July 20</td>
<td>June 25-Aug 15</td>
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<td>10</td>
<td>May 29-Aug 3</td>
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<td>11</td>
<td>June 2-Aug 11 (Sat)</td>
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<tr>
<td>12</td>
<td>May 29-Aug 15</td>
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<td>14</td>
<td>May 10-Aug 10</td>
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Summer Session Background

- Undergraduate and Graduate courses
  - On Campus
  - Hybrid
  - Online

- Provides Opportunities
  - Students earn credits
  - Graduate students gain teaching experience
  - Pilot new courses
Background (con’t)

- 5/29/18 – 8/15/18
  - 22,590 registrations (as of 5/1/18)
  - 12,537 students
- 90% RU students, 10% “Visitor” students
- Intensive
  - Long class periods
  - Small classes
  - Interactive, varied instruction
What Summer Students say...

Why enroll in Summer?
• Complete degree requirements (61%)
• Reduce their AY academic load (45%)

Students rate as “excellent” or “good”
• Instructors (89.84%)
• Content (79.2%)
• Overall learning (82.54%)
Best thing about Summer Session?

“…smaller class size – I liked that the teacher knew who I was; I had a better connection and learning experience

Omar Elgohail, Class of 2016

“My instructor understood the subject well and had so much enthusiasm – it helped me gain a greater interest in the subject.”

Tina Khanolkar, Undergraduate Student
Best thing about Summer Session?

“I really likes how both of my classes involved working with other students. I didn’t feel like just another student, I felt that we were all working together and we all helped each other out.”

Gabriella Purpura, Class of 2017
Behind the Scene Items

- Parking Permit
- Contract
- Pay dates
- Low enrollment process
Instructor Resources
Class Rosters

- Available in REGIS
- Department grant you access
  - Need NET ID and RCI password
- Visiting Student email will not appear on roster until they set up their netid.
Resources

- Alexander Library extended hours
- Academic Department
  - Supplies and copies
- Facilities before 4:30 pm
- Campus Police after 4:30 pm
### Other resourceful websites

<table>
<thead>
<tr>
<th>Website</th>
<th>Purpose</th>
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</thead>
<tbody>
<tr>
<td><a href="sims.rutgers.edu/rosters">sims.rutgers.edu/rosters</a></td>
<td>Online roster</td>
</tr>
<tr>
<td><a href="sis.rutgers.edu/soc">sis.rutgers.edu/soc</a></td>
<td>Schedule of classes</td>
</tr>
<tr>
<td><a href="ctaar.rutgers.edu">ctaar.rutgers.edu</a></td>
<td>Instructor rating surveys</td>
</tr>
<tr>
<td><a href="classrooms.rutgers.edu">classrooms.rutgers.edu</a></td>
<td>Classroom Information</td>
</tr>
<tr>
<td><a href="libraries.rutgers.edu">libraries.rutgers.edu</a></td>
<td>Library Services</td>
</tr>
<tr>
<td><a href="rutgersfaculty.bncollege.com">rutgersfaculty.bncollege.com</a></td>
<td>Order Books</td>
</tr>
<tr>
<td><a href="rias.rutgers.edu">rias.rutgers.edu</a></td>
<td>Direct Deposit</td>
</tr>
<tr>
<td><a href="Search.rutgers.edu">Search.rutgers.edu</a></td>
<td>RU Online Directory</td>
</tr>
<tr>
<td>What to do if...</td>
<td>Who to call...</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Classroom locked</td>
<td>Before 4:30 call Facilities; After 4:30 call RUPD</td>
</tr>
<tr>
<td>Classroom too hot/cold</td>
<td>Call facilities</td>
</tr>
<tr>
<td>You have an emergency or are late</td>
<td>Your academic department <strong>and</strong> Summer Office. Use contingency plan (e.g. online instruction via CMS)</td>
</tr>
<tr>
<td>Unregistered student</td>
<td>Send to Registrar’s/Cashier’s office with written permission to add before next class</td>
</tr>
<tr>
<td>Student w/o prereq course</td>
<td>RU students <strong>must</strong> drop; visiting students <strong>should</strong> drop.</td>
</tr>
<tr>
<td>Student is violent or abusive</td>
<td><strong>RUPD</strong></td>
</tr>
<tr>
<td>Student cheats?</td>
<td>Judicial Affairs</td>
</tr>
<tr>
<td>Important Phone Numbers</td>
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<td>---------------------------------</td>
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<tr>
<td>RUPD</td>
<td>732/445-7111</td>
</tr>
<tr>
<td>Bookstore</td>
<td>732/246-8448</td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>848/932-2254</td>
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<tr>
<td>DCS (A/V Equip)</td>
<td>848/445-3612</td>
</tr>
<tr>
<td>TLT Help Desk</td>
<td>848/932-4702</td>
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<tr>
<td>Facilities</td>
<td>848/445-1234</td>
</tr>
<tr>
<td>Grades/Transcripts</td>
<td>848/445-3220</td>
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<tr>
<td>Judicial Affairs</td>
<td>848/932-9414</td>
</tr>
<tr>
<td>Library (CAC)</td>
<td>848/932-7851</td>
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<tr>
<td>Registrar's Office</td>
<td>848/445-2104</td>
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<tr>
<td>REHS (Environ Health &amp; Safety)</td>
<td>848/445-2550</td>
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<tr>
<td>Summer Session Office</td>
<td>848/932-7565</td>
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</tbody>
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Responsibilities
Student’s Responsibilities

To pay term bill by due date

- Session I: May 3
- Session II: June 1
- Session III: June 15 (except Sections J & S)
Visiting Student Responsibilities

- To seek approval from their home institution before taking courses at Rutgers

- To complete the necessary prerequisite work and are responsible for determining that they have done so before registering for a Rutgers summer course.
What do you do if an unpaid/unregistered student comes to class?

A. Write student’s name on roster & continue teaching.
B. Send student to Cashier’s/Registrar’s office to officially register and pay for course.
C. Do nothing
D. Both A and B
Instructor Responsibilities

- Final exams take place on last scheduled meeting day. If there is no exam, then class must meet on last scheduled day.

- Grades must be submitted **within 48 hours** of your final exam or last class meeting using REGIS.

- Review Summer Session Faculty Handbook.
Best Practices
Online Learning Management Systems

- Build a course shell to:
  - Deliver first-day assignments and syllabi in advance
  - Enrich experience with chats, threaded discussions...
  - Contingency Plan

- Most Common in New Brunswick
  - Sakai
  - Canvas
  - Blackboard
Learning Management System Support

Technical Support is available 24/7

<table>
<thead>
<tr>
<th>LMS</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Canvas</td>
<td>877-361-1134</td>
</tr>
<tr>
<td>Sakai</td>
<td>848-445-8721</td>
</tr>
<tr>
<td>Blackboard</td>
<td>973-353-5083</td>
</tr>
<tr>
<td>Moodle</td>
<td>973-972-8676</td>
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Training by Teaching and Learning with Technology (TLT)

https://onlinelearning.rutgers.edu/faculty-training-workshops
Summer Teaching Challenges

- Compression and pacing of material
- Long class meetings
- Optimizing student learning/retention
- Unforeseen conditions
Pacing of Material

- Monitor pacing of material
  - Post supplemental articles and materials so that students feel supported yet challenged
  - Anticipate and prepare for questions and objections
    - Have relevant questions ready for class to respond to
  - Keep responses clear, concise and to the point
    - Always be culturally aware and limit jargon, slang, and colloquialisms

- Discussion on monitoring pacing
Long Class Meetings and Retention

- Variety of lecture, group discussions, research
- Ask good questions for a productive discussion
  - Pose a change in the facts, expand the discussion, call for a conclusion…
  - Build on answers, push students to think more deeply
  - Bring closure by synthesizing the discussion
- Get to know your students – students are more likely to be engaged if they feel recognized as individuals
Unforeseen Conditions

- Have a contingency plan noted on syllabus

- Discussion on what could a contingency plan look like…
Advice to Share...

- Organized and stick to schedule
- Prep ahead of time
- Communicate early and often
- Provide quick feedback – keeps the focus
- Motivate students: Enthusiasm is key and contagious
- Assign heavier reading in the beginning of the week
Advice to Share… (con’t)

- Scale expectations to available time
- Identify what is essential content
- Videos are absolutely needed
- Mix it up
- Good site with resources
Discussion

➢ If you could only share one ‘tip’ or a ‘piece of advice’ to a colleague teaching in Summer Session, what would it be?
Teaching and Learning with Technology

Dena Novak
Senior Instructional Designer
Questions

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Thank you!!!
Have a GREAT Summer Session