

# URI 2015 Winter JTerm Courses and Programs

## Call for Proposals

### Deadline: April 14, 2014

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This is a call for faculty and staff interested in developing credit-bearing undergraduate and/or graduate academic courses and experiences for students over the winter session that add value for our students, community, and the overall learning environment. In 2015, we will look to build on a very strong foundation laid during our inaugural Winter J Term. This initiative is again being sponsored in collaboration with the Provost's Office and the Office of International Education. With your help the aspiration is to continue to diversify the academic opportunities we can offer to students and further ingratiate the Winter J Term as a staple of the URI academic experience.

#### **Goal:**

To provide selected winter JTerm undergraduate and graduate courses, including innovative credit-bearing travel, experiential, face-to-face classroom, and laboratory courses that complement academic year and/or summer offerings.

#### **Structure:**

Winter JTerm courses may be free-standing, independent courses, serve as a follow-up course to a prerequisite fall course, or serve as a prerequisite to a spring course that is closely aligned with the JTerm course. Regardless of delivery or possible connection to other academic year courses, winter session courses will carry academic credit to be assigned, graded, and billed during the Winter JTerm period.

Specific examples of appropriate winter courses include, but are not limited to, the following:

- Courses with a laboratory component (students are most excited about the possible introduction of these courses to the 2015 J Term!)
- Travel courses, both international and domestic (We are still looking for our first domestic travel course!)
- Experiential learning courses, including intensive research, project courses, service learning, and internship experiences
- High-demand general education courses
- Gateway courses or modules created to promote student completion of gateway courses

Winter Session courses will be visible on transcripts and will have their own deadlines for registration and entering grades. Due to the length of the term and URI's semester-structure, federal financial aid is not available. A limited amount of internal aid is available to qualifying students. Matriculating students can apply for Winter J Term aid by filling out the "Budget Adjustment Request for Winter J Term" form, available on the URI Enrollment Services website. The maximum number of credits earned during the term will be 4 credits. Registration for the 2015 Winter J Term will begin Monday, October 26th, 2014. In 2015, Winter J Term classes can begin as early as Friday, January 2nd and run through Friday, January 16th. Grades will be due Tuesday, January 20th.

As we continue to analyze feedback related to the 2014 Winter J Term from all stakeholders, the structure of the Winter J Term and all associated student services will evolve. Please follow these changes and access other Winter J Term resources by visiting <http://www.uri.edu/provost/jterm>

## Faculty/Staff Stipends

Faculty will be compensated at the overload rate. Documentation of overload will need to be evaluated and supported by the chair of the department (if applicable) and Dean of the faculty member's College. Full-time staff members who wish to be considered for instruction of Winter Session classes will need to get permission from their supervisor and arrange the details of their regular responsibilities and their involvement in this winter session.

## Fees/Tuition

- All tuition rates for the 2015 Winter J Term will remain unchanged from the 2014 Term. The 2015 per-credit undergraduate tuition rate for Winter J-term courses is \$278, \$417, and \$461 for in-state, regional, and out-of-state undergraduate students, respectively, and the graduate per credit rate is \$356, \$445, \$515 for in-state, regional, and out-of-state graduate students, respectively.
- Minimum enrollment limits per course/program will be established to ensure the courses and programs are financially sound.
- Travel courses and other innovative courses may have a program fee that can include costs necessary for travel, lodging and logistics.
- To provide consistency in developing program fees, rates and managing safety & risk, all travel courses (international and domestic) will be developed in collaboration with the Office of International Education.

## Requirements

- Approval by the academic dean and department chair (where applicable). See attached RFP.
- Tenured, Tenure-Track, Full-Time Lecturer, Part-Time Instructor or Staff
- Review by the Winter JTerm Advisory Committee (Courses approved for the 2014 Winter J Term do not need to be brought before the advisory committee a second time)
- For travel program, instructors should meet with Kelly Watts in the Office of International Education prior to submitting any paperwork. Kelly can be reached at 874-2019 or via email at [kwatts@mail.uri.edu](mailto:kwatts@mail.uri.edu).
- Existing courses can be offered during the Winter JTerm. New courses can be proposed as an "x" course following the Faculty Senate "x" approval process. For those looking to offer a new or "x" course during the 2015 Winter J Term, these courses must be approved by Faculty Senate by **Friday, July 25th, 2014**. Please visit the Faculty senate website for more information.
- If you taught a course during the 2014 Winter J Term and would like to offer the same course again during the 2015 Winter J Term, please email John Olerio ([jolerio@uri.edu](mailto:jolerio@uri.edu)) by **Thursday, May 1st, 2014** and state your intentions. John will gather the required signatures on your behalf.

## Process:

Proposals for first-time Winter J Term courses must be submitted by **Monday, April 14, 2014** to Dalyn Read, The Office of the Provost, 35 Campus Ave., Green Hall, Room 108, Kingston, RI 02889 or e-mail [dalynread@mail.uri.edu](mailto:dalynread@mail.uri.edu). Please note that travel courses have a separate proposal form. These are available at the time of your individual meeting with Kelly Watts.

## Questions?

Contact:

John Olerio at 874-2540 (On-Campus, in-state, hybrid courses)

Kelly Watts at 874-2019 (Travel courses)

Dean Libutti at 874-4408 (General)

| 2015 URI Winter J Term Faculty & Staff Timeline  |  |   |   |
|--|--|---|---|
|  | Proposal for travel<br>course new to J Term*                 | Proposal for on-campus or<br>hybrid course new to J Term*               | Renewal of request to offer<br>course from '14 J Term |
| Individual Information<br>Meeting<br>(required for travel courses)   | For individual consultation, call<br>Kelly Watts at 874-2019 | N/A<br><br>For individual consultation, call<br>John Olerio at 874-2540 | N/A   |
| Course Proposal due  | Monday, 4/14/14  | Monday, 4/14/14   | Email jolerio@uri.edu by<br>5/1/14                    |
| Proposals Reviewed by<br>J Term Advisory Comm.   | April, 2014  | July, 2014  | N/A   |
| Course selection and<br>preliminary marketing  | May, 2014  | September, 2014   | September, 2014                                       |
| Registration begins  | May, 2014  | Monday, October 26, 2014  | Monday, October 26, 2014                              |
| <b>*If you are proposing an "x" course, please begin the Faculty Senate "x" course approval process immediately!</b> |  |   |   |

## URI Winter J Term Session Courses and Programs Call for Proposals

### Information Needed:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department/College: \_\_\_\_\_

Course Exists (Y/N): \_\_\_\_\_

*(If course does not exist, please indicate in your proposal when course was submitted to Faculty Senate for "x" course approval process)*

Title and Catalog number of course (if existing): \_\_\_\_\_

*(a new course should be proposed as an "x" course under the Faculty Senate "x" course approval process)*

Department Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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On a separate sheet of paper, please briefly address:

- Why you are interested in offering a Winter Session course?
- Provide a brief explanation of your idea for offering the course or program during the Winter Session.
- Identify the target population(s) for your course.

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If you are submitting a proposal for a Winter J Term travel course, please schedule your meeting with Kelly Watts prior to submission.

### Questions:

Contact:

John Olerio at 874-2540 (On-Campus, in-state, hybrid courses)

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