

# Summer Session 2018 Faculty Best Practices Workshop

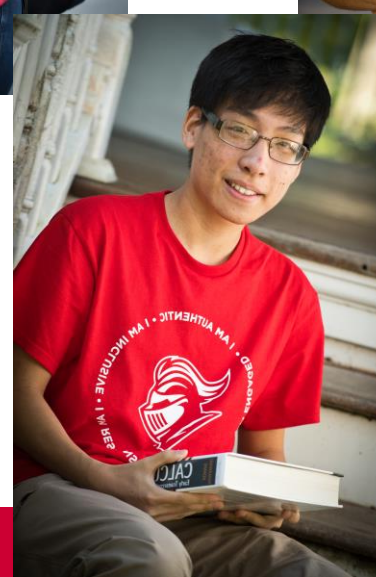
Barbara Rusen, Assistant Director  
Office of Summer & Winter Sessions  
May 2, 2018

# 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

Weeks	Session I	Session II	Session III
3			July 30-Aug 15
4	May 29-June 23	June 25-July 20	July 9-Aug 3 July 23-Aug 15
6	May 29-July 6	June 25-Aug 3	July 9 –Aug 15
8	May 29-July 20	June 25-Aug 15	
10	May 29-Aug 3		
11	June 2-Aug 11 (Sat)		
12	May 29-Aug 15		
14	May 10-Aug 10		

# 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 4:30pm
  - Campus Police after 4:30 pm

# Other resourceful websites

Website	Purpose
<a href="https://sims.rutgers.edu/rosters">sims.rutgers.edu/rosters</a>	Online roster
<a href="https://sis.rutgers.edu/soc">sis.rutgers.edu/soc</a>	Schedule of classes
<a href="https://ctaar.rutgers.edu">ctaar.rutgers.edu</a>	Instructor rating surveys

Website	Purpose
<a href="https://classrooms.rutgers.edu">classrooms.rutgers.edu</a>	Classroom Information
<a href="https://libraries.rutgers.edu">libraries.rutgers.edu</a>	Library Services
<a href="https://rutgersfaculty.bncollege.com">rutgersfaculty.bncollege.com</a>	Order Books
<a href="https://rias.rutgers.edu">rias.rutgers.edu</a>	Direct Deposit
<a href="https://Search.rutgers.edu">Search.rutgers.edu</a>	RU Online Directory





What to do if...	Who to call...	Phone Number
Classroom locked	Before 4:30 call Facilities; After 4:30 call RUPD	848/445-1234 732/445/7111
Classroom too hot/cold	Call facilities	848/445-1234
You have an emergency or are late	Your academic department <b>and</b> Summer Office. Use contingency plan (e.g. online instruction via CMS)	848/932-4748
Unregistered student	Send to Registrar's/Cashier's office with written permission to add before next class	848/445-2104
Student w/o prereq course	RU students <b>must</b> drop; visiting students <b>should</b> drop.	
Student is violent or abusive	<b>RUPD</b>	<b>732/445/7111</b>
Student cheats?	Judicial Affairs	848/932-9414



Important Phone Numbers	
<b>RUPD</b>	<b>732/445-7111</b>
Bookstore	732/246-8448
Cashier's Office	848/932-2254
DCS (A/V Equip)	848/445-3612
TLT Help Desk	848/932-4702
Facilities	848/445-1234
Grades/Transcripts	848/445-3220
Judicial Affairs	848/932-9414
Library (CAC)	848/932-7851
Registrar's Office	848/445-2104
REHS (Environ Health & Safety)	848/445-2550
Summer Session Office	848/932-7565



# Summersession.Rutgers.edu/facstaff/staff

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### Annual Report

Download a copy of our Annual Report.

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## Information for Academic Departments

Please bookmark this page for important departmental announcements and information.

### Forms

- [Summer Featured Course Request Form](#)
- [Winter Featured Course Request Form](#)
- [DICES Access Request Form](#)
- [Instructor Appointment Form](#)
- [PTL and Graduate Salary History Form](#)

### DICES Instructions

- [DICES Instructions](#)

### Summer Session 2018 Resources

- [Department Information Packet](#)
- [Course Meeting Schedule](#)

### Winter Session 2019 Resources

- [Department Information Packet](#)
- [Course Meeting Schedule](#)
- [Overview Video](#)

# 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

LMS	Phone Number
Canvas	877-361-1134
Sakai	848-445-8721
Blackboard	973-353-5083
Moodle	973-972-8676

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

Barbara Rusen

[brusen@docs.rutgers.edu](mailto:brusen@docs.rutgers.edu)

**Thank you!!!**  
**Have a GREAT Summer Session**