

**CHECK YOUR
COURSE DETAILS
ONLINE TODAY**

www.intersession.ou.edu



INTERSESSION, College of Continuing Education
The University of Oklahoma OUTREACH
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Important Information for Intersession Faculty

To: **Intersession Faculty**

From: Mark A. Pelfrey

Date: 1/4/2008 memo1

IMPORTANT, please note the following:

- **Instructor Appointments:** In order to teach during Intersession, you must have a current OU appointment in compliance with Oklahoma State Law. Your appointment must be active prior to the first class meeting. Contact your academic department and make certain your status is in compliance.
- **Instructor Salaries:** Contact the Intersession office for disbursement dates. Your Intersession salary is paid in the same way you normally receive salary from the University payroll office. Payroll can be delayed if your grade reports are not submitted on time.
- **Textbooks** will be available at the following bookstores: University Bookstore, Boomer Book Company, Sooner Textbooks, and Ratcliffe's Textbooks. We send enrollment numbers to the bookstores periodically. Some bookstores order based on a percentage of enrollments, and on occasion, one bookstore may be unable to get your textbook(s).
- **Grade reports** are distributed by "Academic Records" to all instructors by campus mail. Note important dates below. Students who attend your class but do not appear on your grade report must be written in. (directions on grade sheet). Late grade reports will delay your salary.

- **Classrooms:** Despite limited space, we have made an effort to place you in convenient locations. Some classrooms require A/V training. Please preview your room before classes begin and contact the IT Service Center, 325-HELP, option 5 or Paul Thompson at ph: 325-6308, fax: 325-5449 email: pthompson@ou.edu, <http://support.ou.edu> If you wait until classes begin, you could be left without a classroom or equipment.
- **Class roll:** Late enrolling students may not appear on your class roll. Immediately send these students to the Intersession office to verify enrollment. *Only students who are enrolled before the third day of class will be counted to calculate your stipend.*
- **Expenses:** The Intersession coordinator must approve duplication expenses related to your class in advance. If you need copies, please bring the originals to our office and give at least 24hrs notice for completion. You will not be reimbursed for copies made elsewhere. Student booklets, printed materials, etc. should be purchased and picked up by each student.
- **Evaluations:** At the appropriate time, please distribute the evaluation forms to your students. Ask a student to seal the envelope and promptly deliver it to the Intersession office.
- **Please remind your students to view our website information. No refunds of tuition & fees after the second day of class.**