

## Fall 2010 CEUS Course Offerings (term 4108)

**Complete no later than November 15, 2009.**

The information from these forms is used for Schedule of Classes entry and also to enter data into a detailed electronic budget program for the College.

**Items in bold are REQUIRED.**

**Instructor(s):**

Your University ID #:

**Enter CEUS Course Catalog Number(s) found on spreadsheet:**

[download spreadsheet](#)

**Variable Topic Course Descriptive Title :**

**Instruction Type:**      Lecture              Seminar              Discussion              Distance Education Class

**Class Meeting Pattern: Before selecting one class time, read the cautions and instructions below.**

**50 Minute Periods** (top priority for room assignments)

Select from list

- 8:00am-8:50am MWF
- 9:05am-9:55am MTWF (advanced language; undergraduate)
- 9:05am-9:55am MWF (advanced language; graduate)
- 10:10am-11:00am MTWRF (introductory language)
- 11:15am-12:05pm MTWF (intermediate language; undergraduate)
- 11:15am-12:05pm MWF (intermediate language; graduate)
- 12:20pm-1:10pm MWF
- 1:25pm-2:15pm MWF
- 2:30pm-3:20pm MWF
- 3:35pm-4:25pm MWF (conflicts with CEUS dept mtgs 4:00-5:00 W)
- 4:40pm-5:30pm MWF (conflicts with CEUS dept mtgs 4:00-5:00 W)
- 5:45pm-6:35pm MWF
- 6:50pm-7:40pm MWF
- 7:55pm-8:45pm MWF
- 9:00pm-9:50pm MWF

**75 Minute Periods (Tuesday/Thursday)**

Select from list

- 8:00am-9:15am TR (conflicts with advanced language UG drill; use for GR only)
- 9:30am-10:45am TR (conflicts with introductory language)
- 11:15am-12:30pm TR (conflicts with intermediate language UG drill; use for GR only)
- 1:00pm-2:15pm TR
- 2:30pm-3:45pm TR
- 4:00pm-5:15pm TR
- 5:30pm-6:45pm TR
- 7:00pm-8:15pm TR
- 8:30pm-9:45pm TR

**75 Minute Periods (Monday/Wednesday; low priority for room assignment)**

Select from list

- 8:00am-9:15am MW (conflicts with advanced language)
- 9:30am-10:45am MW (conflicts with advanced and introductory language)
- 11:15am-12:30pm MW (conflicts with intermediate language)
- 1:00pm-2:15pm MW
- 2:30pm-3:45pm MW
- 4:00pm-5:15pm MW (conflicts with CEUS dept mtgs 4:00-5:00 W)
- 5:30pm-6:45pm MW
- 7:00pm-8:15pm MW
- 8:30pm-9:45pm MW

**150 MINUTE PERIODS (low priority for room assignment)**

Select from list

11:15am-1:45pm R  
 1:00pm-3:30pm M  
 2:30pm-5:00pm M  
 4:00pm-6:30pm M  
 5:30pm-8:00pm M  
 7:00pm-9:30pm M  
 1:00pm-3:30pm T  
 2:30pm-5:00pm T  
 4:00pm-6:30pm T  
 5:30pm-8:00pm T  
 7:00pm-9:30pm T  
 1:00pm-3:30pm W  
 2:30pm-5:00pm W (conflicts with CEUS dept mtgs 4:00-5:00 W)  
 4:00pm-6:30pm W (conflicts with CEUS dept mtgs 4:00-5:00 W)  
 5:30pm-8:00pm W  
 7:00pm-9:30pm W  
 1:00pm-3:30pm R  
 2:30pm-5:00pm R  
 4:00pm-6:30pm R  
 5:30pm-8:00pm R  
 7:00pm-9:30pm R  
 1:00pm-3:30pm F  
 2:30pm-5:00pm F  
 4:00pm-6:30pm F  
 5:30pm-8:00pm F  
 7:00pm-9:30pm F

Non Standard Meeting Time/Day:

**Keep Wednesdays 4:00-5:00 free for CEUS department meetings.** Do not choose class times that conflict with standard CEUS language classes.

The Registrar requires CEUS to submit a balanced schedule that includes late afternoon, evening and Friday classes and not just prime time Monday to Thursday classes. Non-prime time is 8:00-9:04 AM and 2:30-10:00 PM. If we don't balance our schedule, the department as a whole gets lower priority for assignments and some courses by random Registrar selection may not get classroom assignments.

Faculty and students are responsible for reviewing the final exam schedule to exclude final exam time conflicts when scheduling or enrolling in classes. **If you teach one-day-per-week classes at the same hour on both MW or TR, your final exams will conflict.** Before setting your class times, check the final exam policies and schedule at <http://registrar.indiana.edu/~registra/finalexamsche.shtml>.

**Duration:** Full Semester    First 8 weeks    Second 8 weeks    Irregular dates

*(Eight week and irregular session courses need CEUS chair approval.)*

If class will meet in your office or another non-Registrar controlled room give us the details.

If your class should be assigned a room by the Registrar tell us your preferences:

(IU [Classroom Database](#))

Room Characteristics (*Control + left click allows multiple selection*)

#### Select Room Characteristics

- (01) Assignment by Registrar (section requires assignment of room controlled by Registrar)
- (02) Room with Computer (one computer for instructor use only)
- (07) Same room for several classes to facilitate sharing of instructional materials (classes must be same size, standard times, and consecutive)
- (18) Dual slide projection
- (20) Suitable for normal film/slide showing (i.e., screen and blackout)
- (21) Fixed seating
- (22) Room with tables (non-seminar)
- (24) Computer classroom (IBM computers for instructor and students)
- (37) Room with PA system
- (38) Room with Piano
- (40) Room with large screen
- (41) Seminar room
- (43) Not fixed seating and no tables
- (47) Room linked to IU campus tv system
- (49) Room with TV and VCR
- (50) Room with VCR
- (51) Room with video/data projector
- (52) Room with windows
- (57) Computer classroom (MAC computers for instructor and students)
- (58) 16 mm film projector

#### Room Capacity and Enrollment Estimates:

**Minimum expected enrollment for all sections of this class:**

**Maximum enrollment permitted for all sections of this class:**

**Requested room capacity:**

**Actual expected enrollment for all sections of this class:**

NOTE: College minimum is 6 graduates, 10 undergraduates or 10 combined UG/GR.

#### Conjoined Sections:

Conjoined Sections are classes with multiple class numbers meeting at the same time and place that have been permanently combined in the Master Course Catalog. An example is undergraduate and graduate sections of a CEUS class such as our languages that meet together. It could also be a regular multi-department listing.

Cross Lists are classes announced by another department in their section of the Schedule of Classes under the heading Cross Listed Courses. It's a way for departments to make students aware of topic-appropriate courses outside their department.

NOTE: RELS requires instructors to hold adjunct faculty status in RELS before they'll print a cross list. EALC has an odd arrangement for cross lists, treating them much the same as joint-listed courses. Any course that's cross listed under EALC can be used to satisfy EALC degree requirements. That's unusual. Expect to provide course details to the EALC chair for approval.

Joint List means separate course numbers are assigned by each department but the classes meet together. The Registrar limits joint list combinations to no more than 5 sections. The College doesn't credit CEUS with enrollments under other department numbers, so we'll set seat limits for each section.

If course is to be cross-listed, provide the other department name(s):

If course is to be joint-listed, provide the other department name(s) and course catalog number(s):

**Special Requirements, Instructions or Restrictions** (*Control + left click allows multiple selection*)**Text notes to be inserted in Schedule of Classes:**

No text notes

Meets College distributional requirement

Consent of instructor is required before enrolling; write to CEUSprofessor@indiana.edu

Minimum class standing requirement (specify)

Prerequisite course or skill requirement (specify)

Course is approved for Intensive Writing

Waitlist eligible

Reserve spaces for new MA students registering in late August

Other

## Other notes/details:

If a prerequisite is required to register, state the prerequisite:

If permission of instructor is required to register, there are two options. We prefer that you ask CEUS to add a course note to the Schedule of Classes course entry such as "students must contact instructor before enrolling." (Any student who hasn't contacted the instructor can be removed before or after classes begin.) The alternative is electronic permissions which involves a chain of communication from student to instructor to CEUS staff who must do individual electronic permission entry in OneStart for *each* student before the student can register. If you want electronic permission, write a justification to the Chair.

Approval for Arts & Humanities or Social & Historical Studies distributional credit or Culture Studies can increase undergraduate enrollments. For more information (or to apply for this credit), see the College of Arts and Sciences Bulletin <http://www.indiana.edu/~bulletin/iub/coas>. College guidelines for this credit can be found at <http://www.college.indiana.edu/faculty/uci/>.

If you need accommodation under the Americans with Disabilities Act, state the accommodation requirement specific to this class. NOTE: The disability and the specific accommodations you require should be on file with the appropriate IU office. Faculty go through the Dean of Faculties Office to document a disability requiring accommodation; student academic appointees contact the Office of Disability Services for Students.

Faculty are reminded to offer classes that allow completion of MA degree requirements in a reasonable time frame. Coordinate course offerings with other faculty teaching in your track(s).