

Summer Graduate Teaching Scholar (SGTS)

Summer Course Confirmation

This course confirmation is in place to ensure both the department and student are aware of SGTS course criteria. Please note that not all eligible registrants will be selected if there are limited course options or enrollments within their proposed department. Departments should consider this when providing the course endorsement below.

Course Criteria for Teaching Scholars

1. Academic Senate policy allows graduate students to teach existing courses, but not courses offered for the first time. Please note the criteria for [Associates-In to teach upper division courses](#). For suggestions on course selection, here is a link to the [Summer Session Five-Year History Report](#). This report lists courses that have been offered during the summer session over the past five years, along with their enrollment history. The courses are organized by department.
2. Summer Session policy for approving a proposed course requires an enrollment history of a minimum of 15 students in summer session, or 45 students if the course was taught in fall, winter, or spring quarters within the past two years.
3. Summer Session courses may be canceled for low enrollment and the appointments may be voided. Low enrollment has historically been set at a minimum of 15 students. If a course has low enrollment, Summer Session will contact the department by the enrollment checkpoint date to determine if the course can move forward (Summer Session 1 – 6/3/24, and Summer Session 2 – 7/8/24). Please propose courses carefully, choosing those with a historically successful track record. You can use the [Summer Session Five-Year History Report](#) to check summer enrollments for every class offered during the past 5 years.
4. Students should avoid selecting courses where enrollments exceed 60 students. In these cases, larger courses may need to be split between two sections. Please contact the Division of Undergraduate Education if the course is projected to have high enrollments.

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Student Name:

Department:

Course Title (Ex: BILD 7. The Beginning of Life (4)):

Name of departmental scheduler for course confirmation:

Note this might be the Chief Administrative Officer, Student Affairs Manager or Graduate Program Coordinator
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This endorsement indicates that:

- 1. The department and student understand the SGTS course criteria noted above.***
- 2. The department intends to offer this course for Summer 2024.***
- 3. The department plans to hire this student to teach the course.***

Department Scheduler Signature:

Date: