



## **SUMMER SESSION STUDENT POLICY – 2011**

### **SIENA SUMMER SESSION**

The academic Summer Session is administered annually by the Office of Academic Affairs (Summer Session Coordinator), with coordination through the three Deans, the School Offices, and the Office of the Registrar. Five academic sessions are being offered during Summer 2011: two 4 week terms; one 6 week term; and an 8 week term. Deans recruit interested faculty members during September so to allow for initial compilation of the Schedule of Classes. An emphasis each year is placed on offering all or most Core courses, as well as a variety of Area courses and major required /elective courses, in addition to independent studies and internships. Such diversity in offerings is most beneficial to increasing enrollment, and affording opportunities for part-time and Returning Adult Students. Full-time faculty members are compensated with an overload stipend, and part-time faculty members receive an adjunct contract. School Offices are required to submit expected faculty member names for contract administration purposes to the Office of Academic Affairs by mid-March, for budget planning / contract preparation. Registration for classes is conducted through BANNER commencing in November, in conjunction with Spring Semester registration and continues through the opening day of each term. Withdrawal and refund policies are published by the Registrar in conjunction with the Schedule of Classes. All schedule information is published, updated as required, and distributed via hard copy to the School Offices, Advising Center, and the Athletics Department for faculty / advisor information, as well as posted at [www.siena.edu/summer](http://www.siena.edu/summer).

### **SIENA HIGH SCHOOL SCHOLARS PROGRAM**

Courses are open to highly qualified and motivated High School Juniors and Seniors, whose High School Counselor or Principal recommends them for college level study. A limited number of seats are available. The objectives of the program are to allow students to explore new subject areas; allow students to explore possible career opportunities; allow students to study a subject in greater depth than may be possible in high school; and provide students with college campus experience. Currently, a normal Siena College three-credit hour course would cost \$1500.00. Students selected for this program will receive a tuition discount for Summer 2011 in the amount

of \$1000.00. The cost to each student will be only \$500.00, plus the cost of the textbook. Students will receive a letter grade and full college credit for a completed course. Tuition costs are subject to change prior to the start of Summer Session.

This credit will appear on a Siena College transcript. Students receive a Siena I.D. Card for the duration of their enrollment that will entitle them to full privileges on campus, which include use of the Marcelle Athletic Complex (MAC), computer labs, student computer accounts, the J. Spencer and Patricia Standish Library, and more. Registration and coordination of students is managed by Ms. Mary Pinsonneault, who can be reached at [pinsonneault@siena.edu](mailto:pinsonneault@siena.edu) or by phone at (518) 783-2917. There is no option for residential students.

## **SIENA SUMMER SCHOLARS PROGRAM 2011**

The *Siena Summer Scholars Program* promotes inquiry and creativity by supporting scholarly activity in which faculty members and students collaborate during the summer. Student participation in scholarly activities fosters exploration and discovery by providing opportunities to design and carry out original research including evaluation, analysis, and synthesis of information or participation in a creative activity.

Each proposal shall include:

- A title and abstract for the project
- A statement describing the proposed research or creative activity
- A work plan or activity timeline
- A description of student participation, expected learning outcomes, and ways in which results will be measured
- A description of how the results of the activity will be disseminated (e.g., presentation by students and faculty at professional conferences, or publication in a journal or conference proceedings, exhibition, Academic Celebration Day, etc.)
- A description of the efforts that will be made to leverage this work to seek external funds and continue/expand this work (if this is appropriate).
- A budget statement indicating the funds requested and how this money will be used.

For budgeting purposes, students will receive payment in the form of a maximum stipend as a research or project assistant of **\$315/week for the duration of the project. This amount will be paid via payroll with submission of bi-weekly time sheets.** The stipend is taxable to the extent described by the IRS. A typical project's duration is 6-10

weeks but shorter projects will be given consideration. The budget statement might, for example, request \$1000 for the faculty member and \$3150 for a student working 35 hr/week for a 10-week project at a hourly rate of \$9.00 for a total of \$4150. Another proposal might request \$500 for the faculty member's time and \$1090 for a student for working 20 hr/week for 6 weeks at a hourly rate of \$9.00. Other possibilities include funding for travel for the faculty member and students to present their findings at a conference or to purchase materials.

- **DEADLINE FOR SUBMISSIONS TO DEAN: March 11, 2011**

- **NOTIFICATION OF AWARD: March 31, 2011**

- **STUDENT BANNER REGISTRATION: April 2011**

- **NOTIFICATION TO BUSINESS AFFAIRS: April 20, 2011**

**NOTES:**

- Maximum stipend per faculty member = \$1000; faculty receiving funds must be returning as a full-time faculty member in **Fall 2011**.
- Maximum stipend per student = **\$3150 for 10 weeks**; Students must be returning full or part-time students in good academic standing for **Fall 2011**.  
  
Students must work 35 hr/week to live in campus housing and are responsible for the cost of housing and board.
- The student stipends are taxable.
- The faculty member must submit by **September 15, 2011** a report on what was accomplished with the funds. The College is understandably interested in the impact these funded activities have on our students. We compile information on the students and faculty who have been, and will be, involved. In the final report, it is worth noting how involvement in the *Summer Scholars Program* may have affected their career / education plans.
- Applications from faculty who received support during Summer Session 2010 will be considered but may have lower priority.
- The three Academic Deans and the VPAA will make final selection of funded applications.
- Alfredo Medina, Assistant Vice President for Academic Affairs (Government and Foundation Relations), is available for consultation regarding external funding possibilities.

## **SUMMER SESSION STUDENT STATUS**

Students enrolled at the College during the academic Summer Session are responsible for compliance with all Siena College student policies, contained in *Siena Life*, and other pertinent policies. Additionally, students not enrolled in a specific course, but participating as a student researcher under the Siena Scholars Program or other similar Summer Research Programs / Independent Studies, or participating in other College – sponsored activities, including their receiving housing and meal plans, are also subject to the same compliance requirements.

## **STUDENT EMPLOYMENT**

Students enrolled at the College may be employed under the College Work Study Program, or under the College's "regular" payroll program, processed by the Business Affairs Office. The College Work Study Program is only available during the Fall and Spring Semesters. Student employment policies are available for review at [www.siena.edu/policymanual](http://www.siena.edu/policymanual).

## **STUDENT HOUSING**

**Summer Housing Policy:** Students are eligible to reside in college housing during the summer if they meet one of the following categories:

1. Employed 35 hours on campus, verified by the appropriate college office.
2. Enrolled in two or more summer courses at Siena College.
3. Employed on campus for 20 hours per week and enrolled in one summer class at Siena College.
4. Student – athletes identified by the Athletics Department.
5. Participant in an approved Siena College Internship Program.

Note: The internship may be for credit or if not for credit, directly relevant to the student's major or career, or other specialized program, such as Bonner Service Leaders. For the latter, the faculty advisor or appropriate Siena College representative must provide confirmation to the Office of Residential Life. To be eligible for summer housing based on an internship only, it must reflect 35 hours of work per week. If the internship does not meet the 35 hours/wk requirement, a student must be enrolled in another

summer course at Siena College or be employed on campus for 20 hours per week. He / she will then be able to reside on campus.

6. Participant in the Summer Research Program / Siena Summer Scholars Program / approved Independent Study.

Note: To be eligible for summer housing, students in research programs and independent studies should reflect 35 hours/week in the specific program (confirmation must be submitted by the faculty advisor to the Office of Residential Life). If the research program/independent study does not meet the 35 hours/wk requirement, a student must be enrolled in another course at Siena College or be employed on campus for 20 hours per week. He / she will then be able to reside on campus.

**All students requiring Summer Housing are to submit a Housing Request to the Office of Residential Life not later than May 2.** Upon the completion of the academic Summer Session, or when their courses / internship / research activities are completed, all students are required to vacate college housing unless they receive approval for one of the following reasons: the student is working a minimum of 25 hours per week for a College office; a student - athlete must remain on campus and is authorized by the Director of Athletics; or a student is completing internship / research requirements, as approved by the Vice President for Academic Affairs or the Assistant to the Vice President for Academic Affairs (Operations) / Summer Session Coordinator. All other exceptions and requests should be addressed to the Office of Residential Life.

### **Residence Life Summer Staffing Support Plan**

The Office of Residential Life hires four to six Summer Residence Hall Assistants (RA), who are charged with maintaining a presence in the assigned Summer Session residence building; assisting student check in/outs; and serving on duty in the evenings, etc. A Residence Hall Director (RD) is also on call, (reachable by cell phone 24 / 7) to assist Public Safety / Summer RAs in responding to student emergencies /concerns. The Summer RD maintains a regular presence in the building, conducting office hours / meetings and is available for student questions /concerns, during normal working hours. Students residing in residence halls are responsible for adhering to all policies contained in *Siena Life*.

### **Summer Meal Plan**

All students residing on campus during the summer are required to select a meal plan. Students are not permitted to cook in the residence halls. Departments may not reimburse students for summer housing and/or meal plan costs or pay these costs directly, except for those students already identified in the “Student Employment Policy.” Please note that for Summer Research students, the cost of their housing / meal benefit is considered taxable compensation. The policy is available for review at [www.siena.edu/policymanual](http://www.siena.edu/policymanual).

### **Early Arrival Waivers**

RAs, Fall season student-athletes and other students, required to receive training immediately prior to the beginning of the Fall Semester, may arrive on campus before the Fall Semester begins and will be provided with room and board at no cost to the student. These students are expected to arrive on campus as close to the opening of the Fall Semester as possible. All departments that require on-campus student training are encouraged to conduct the training during the Spring Semester before the students leave campus, if possible.