INTERSESSION FACULTY INFORMATION:

- **Legal Compliance** – In order to teach during Intersession, you must have a current OU appointment in compliance with Oklahoma State Law. Your appointment must be active during the entire time you will be teaching your Intersession course. It is the responsibility of the faculty to ensure your appointment is active.

- **Instructor Salaries** – Your Intersession stipend will be processed as a supplemental payment from the University Payroll office. Failure to submit your grade report on time can result in a delay in your pay. Intersession salaries are reflected in your paychecks during the following months: December Intersession-February; May Intersession-June and August Intersession-September.

- **Textbooks** – Textbooks should be available at the following locations: University Bookstore and Ratcliffe’s Textbooks. Our office will place the order for your student texts at the bookstores listed above. In addition, if you would like your students to purchase textbooks online please notify them with the appropriate books/ISBN numbers well in advance of the first day of your class.

- **A/V Support** – We make an effort to place you in convenient classroom locations. Please review your room before classes begin and contact the IT Field Services at 325-4409 or email Millard Latimer at millard@ou.edu if you need A/V training assistance. If you experience problems during your class and require assistance, please call 325-4409 and they can dispatch a tech to assist you. You can also submit a trouble ticket or request assistance through www.ou.edu/ouit/support for issues that do not require immediate assistance.

- **Class Roll Report** – Immediately send non-enrolled students to the Intersession office to verify enrollment. Only formally registered OU students are allowed to attend class. Only students who are enrolled as of the 3rd day of class will be counted in the calculation of your stipend.

- **Grade Reports** – are to be completed online using Ozone. Please direct additional questions related to submitting grades electronically to Academic Records at 325-4147. Stipends cannot be processed until all grades are processed.

- **Duplicating Policy** – Email or deliver your originals to our office and give us at least 36 hours notice for completion. Duplicating cannot be processed between Christmas break and the New Year. We cannot reimburse for copies made elsewhere. Our limit is 1500 total black and white copies. For larger needs, you may use a local copy service to create packets for students to pick up and purchase.

- **Online Evaluations** – All evaluations will now be directed through eval.ou.edu.

*Please remind students to view our website, Facebook and Twitter pages; no refunds of tuition & fees after the 2nd day of class*