

From: ["Amanda Mahr" via ls-summer-chairs](#)
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Cc: [Shirin M Malekpour](#); [Jennifer Klippel](#); [L&S Teach Learn](#)
Subject: L&S Summer 2023 Planning Materials
Date: Monday, September 26, 2022 12:08:04 PM

TO: L&S Chairs and Department Administrators

ACTION REQUIRED:

- Edit [Summer Course Guide Preview](#) (review [instructions](#)) by Friday, October 7, 2022
- Submit [Summer 2023 Proposal](#) by emailing it to teach.learn@ls.wisc.edu by Friday, October 14, 2022

CONTACT: Questions can be directed to Amanda Mahr

This email contains instructions and deadlines related to initial planning for Summer Term 2023.

Summer Course Guide Preview

The Summer Course Guide Preview is a partial listing of summer courses for the upcoming summer. It is a tool for departments to showcase their summer course offering before the official schedule of classes is published in January. It is also an interim resource to advisors. The preview will be published on **October 24** at summer.wisc.edu.

[Instructions for Submitting Courses to the Summer Course Guide Preview](#)

The Division of Continuing Studies (DCS) creates the Summer Course Guide Preview. To populate it, they've created a google sheet of all courses from Summer 2022, and are asking L&S to indicate which courses to include for 2023.

Please review this [sheet](#) and make updates according to these [instructions](#) by **Friday, October 7, 2022**. DCS has instructed us that they will not honor any requests for updates after this deadline.

Summer 2023 Proposals

The Summer Budget Proposal spreadsheet is the detailed plan of your department's summer courses along with planned appointments and expenses. The proposal will be reviewed by your Academic Associate Dean, with input from L&S Teaching & Learning Administration, Budget Office & Human Resources.

- Download the blank proposal template from the L&S Knowledgebase: <https://kb.wisc.edu/ls/85475>.
- Completed proposals should be emailed to teach.learn@ls.wisc.edu by **Friday, October 14**
- Past summer materials are available in Summer box folders ("48-##00 Summer Sessions")

Responses will be sent by L&S Teaching & Learning Administration ahead of the curricular update deadline (11/18/22). Please note that this deadline of 11/18 is earlier than in past years. Departments should enter their summer courses into SIS ahead of receiving the formal approval from L&S.

Thank you,
Amanda

Amanda Mahr (she/her/hers)
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[Chat/call on Teams](#)
[Instructional Staffing Request form \(instructions\)](#)