

Yale Summer Session

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courier
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February 13, 2012

Dear Sir or Madam,

I am writing as the Coordinator of Academic Affairs at Yale Summer Session to confirm Dean Palejev's employment as an Instructor with Yale Summer Session. Yale Summer Session offers academic courses for Yale undergraduate credit in a number of disciplines to Yale and qualified non-Yale students.

Dean Palejev taught STAT S107 – Introduction to Statistics, from July 4 – August 5 in 2005. The course met Monday-Friday from 3:30pm to 4:45pm for a total of 6 hours and 15 minutes of lecture time per week. This number does not include any contact time outside of the scheduled course meetings which, while not pre-scheduled, is typically in the range of 1-3 hours per week for a Summer Session instructor.

Candidates for Instructors for Yale Summer Session are generally already employed by Yale in a teaching position or a research position, or are current graduate students at Yale. In rare cases an instructor may be hired from outside of Yale if the department cannot find a suitable candidate from within. All instructors must be approved by the department which uses its own criteria to determine if an instructor is appropriate. Our Summer Faculty Handbook has much more detailed information on the hiring process on page 22 (<http://summer.yale.edu/sites/default/files/FacultyHandbook2011.pdf>), as well as several pages of general information.

While employed by Yale Summer Session, instructors are expected to follow the Yale College guidelines which include, but are not limited to, preparing and making a syllabus available to YSS, attending all class sessions, and assisting in student academic development and achievement, both in class and during office hours or meetings set up after class. Yale Summer Session also provides an orientation and workshop to help prepare instructors for the particular challenges associated with summer learning.

Please contact me at (203) 432-2431 or michael.fitzpatrick@yale.edu should you have any further questions. Thank you.

Sincerely,



Michael Fitzpatrick
Coordinator of Academic Affairs
Yale Summer Session