**Swenson College of Science and Engineering**

**Appendix 1.7: Annual Workload Summary**

**1 January – 31 December 2019**

**TO BE COMPLETED BY DEPARTMENT SECRETARY ONLYM**

Name:

Rank:

Department:

1. For each time period, list the following information for all classes taught (follow guidelines).

Course Contact Course Course Course Credit

Time Period Number Hours Credits Enrollment Hours (SCH)

Spring Semester ’19

Fall Semester ’19

1. Single Semester Leave, Sabbatical, other leaves:

c. Number of undergraduate advisees, by semester:

Spring Semester ’19:

Fall Semester ’19:

(Please Note: You may modify this layout to fit your needs,

provided the data is presented roughly in the same format)