

## Scheduling Courses for Summer

### Summer Classroom Schedule

During summer, the classroom schedule differs from the ones used in fall, winter and spring. The schedule consists of 80-minute time slots within which lecture courses need to meet. See the table below for the start and (latest) end times for each 80-minute time slot. Note that all class meetings scheduled between 8:00 a.m. and 2:00 p.m. (i.e., "prime time" ) must fit within these time slots and cannot straddle two or more time slots. The overriding scheduling principles are preventing scheduling conflicts for students, maximizing their opportunities to take the courses they need and making best use of the available classrooms.

**Table 1. Summer Classroom Schedule**

Class Meeting Start Time:	Class Meeting Ends No Later Than:
8:00 AM	9:20 AM
9:30 AM	10:50 AM
11:00 AM	12:20 PM
12:30 PM	1:50 PM
2:00 PM	3:20 PM
3:30 PM	4:50 PM
5:30 PM	6:50 PM
7:00 PM	8:20 PM
8:30 PM	9:50 PM

**"Prime-Time" Hours (in the gray)** →  
**Non "Prime-Time" Hours**  
 (These hours may be used for courses that need to straddle two or more time slots, e.g., 3-week courses.) →

### How to Determine the Days and Time for a Course in a Six-Week Summer Session

- Determine the minimum number of contact minutes for the lecture course by answering the following questions:
  - Is the course lower-division, upper-division or graduate level?
  - What is the unit value of the course (e.g., 3 units, 4 units, etc.)?
- Once you have answered the questions above, use Table 2 to find the corresponding type of lecture course for a 6-week schedule (columns 1 & 2). (See next section for 3-week courses.)

**Table 2. Minimum Required Class Meeting Times  
(Six-Week Session Only)**

1	2	3	4	5
Course Number	Units	Total Required Contact Minutes <sup>1</sup>	Required Time for 5 Class Meetings/Week	Required Time for 4 Class Meetings/Week
1-99 (Lower Division Courses )	3	1,500 minutes	50 minutes per meeting	65 minutes per meeting
1-99 (Lower Division Courses)	4	2,000 minutes	70 minutes per meeting	*
100-199 (Upper Division Courses)	4	1,500 minutes	50 minutes per meeting	65 minutes per meeting
200-599 (Graduate/Professional School Courses)	4	1,500 minutes	50 minutes per meeting	65 minutes per meeting

\* This type of course schedule cannot be accommodated in a single 80-minute time slot.

- The third column indicates the minimum number of required contact minutes during the 6-week session. (Note: Times shown are for "standard" lecture courses; check the Master Course Approval for the specific contact time required for any course.)

4. The last two columns (4 & 5) indicate the number of minutes each class meeting should be for a course that meets either 4 or 5 class meetings per week in a 6-week session.
5. Once you have determined how many days per week the course will meet and the number of minutes each class meeting will be, then go to the **Summer Classroom Schedule** table above and choose the time slot the class meetings will be held.

Example: The course you need to schedule is an upper-division, 4-unit course. You have decided the course will meet 4 times per week (Monday through Thursday) so each class meeting needs to be 65 minutes long. You have decided the class time for the course will be in the 2:00-3:20 time slot; therefore, the class meetings will be from 2:00-3:05.

**NOTE:** You do not need to use the entire time slot if the required number of minutes per class meeting is less than 80 minutes (as in the example). The one requirement is that the start time for the class meeting corresponds to what is listed on the **Summer Classroom Schedule**.

### **Scheduling a Course in a Three-Week Summer Term**

The three-week session should be considered only when such an intensive, immersion experience is pedagogically appropriate. Table 3 shows that no combination of class meetings per week and minutes per meeting can fit the 80-minute time slot. Therefore, these courses should be scheduled at 2:00 p.m. or later to prevent conflicts in students' schedules, unless the course is part of a set of classes serving the same student group where no conflicts would arise, e.g., Spanish 1SS, 2SS, 3SS. (Again, please note: the start time should correspond to a start time listed on the Summer Classroom Schedule.)

### **How to Determine the Days and Time for a Course in a Three-Week Summer Session**

Follow the same steps listed above using Table 3 to determine the required number of minutes for courses scheduled in a 3-week session.

**Table 3. Minimum Required Class Meeting Times  
(Three-Week Session Only)**

1	2	3	4	5
Course Number	Units	Total Required Contact Minutes <sup>1</sup>	Required Time for 5 Class Meetings/Week	Required Time for 4 Class Meetings/Week
1-99 (Lower Division Courses )	3	1,500 minutes	100 minutes per meeting*	125 minutes per meeting*
1-99 (Lower Division Courses)	4	2,000 minutes	135 minutes per meeting*	170 minutes per meeting*
100-199 (Upper Division Courses)	4	1,500 minutes	100 minutes per meeting*	125 minutes per meeting*
200-599 (Graduate/Professional School Courses)	4	1,500 minutes	100 minutes per meeting*	125 minutes per meeting*

**\*This type of course cannot be accommodated in a single 80-minute time slot during the summer. The required time listed reflects actual contact time; if the instructor wishes the class meeting to include a break, that time must added to the required minutes per meeting.**

<sup>1</sup> The minimum contact time required for summer courses is derived from the standard established for a 10-week quarter (i.e. fall, winter, spring). For a standard 4-unit, lower-division course, four 50-minute periods of contact time are required per week over the 10-week quarter, or 2000 minutes. Using a similar calculation for 4-unit, upper-division and graduate-level courses, 1500 minutes of contact time are required in the 10-week quarter. The standards for determining the minimum contact time are maintained for all courses taught in the summer. Note: While these examples represent the most typical types of lecture courses and contact times, the final reference for determining contact time for any course is the Master Course Approval (MCA).