

Schedule Block Times

<u>MW</u>	<u>MWF</u>	<u>TTH</u>
1:00-2:15	8:00-8:50	8:00-9:15
2:30-3:45	9:05-9:55	9:30-10:45
4:00-5:15	10:10-11:00	11:00-12:15
5:30-6:45	11:15-12:05	1:00-2:15
7:00-8:15	1:15-2:05	4:00-5:15
8:30-9:45	2:20-3:10	5:30-6:45
	3:25-4:15	7:00-8:15
	4:30-5:20	8:30-9:45
	5:35-6:25	
	6:40-7:30	
	7:45-8:35	
	8:50-9:40	

The following are descriptions of types of course delivery. Each course must use one of the following to describe the method of delivery. Please note the corresponding time requirements for each method of delivery.

- Lectures: Class time on-campus with students.
 - Three (3) credit hours= 50 min. per credit hour
 - 150 minutes per week in a 15 week semester
 - Must meet a minimum of 2250 minutes
- Labs/Studio: Face-to-face in an appropriate laboratory/studio setting.
 - 1 credit hour= 1 hour and 50 minutes (or 110 minutes total) of instruction time in lab.
- Hybrid: A combination of on-campus and online delivery.
 - Course syllabus must detail the breakdown of the instructional time and clearly document all online activity.
 - Online portions must be reviewed by the Center for Teaching and Learning Excellence.
- Online: Strictly online delivery.(There can be no on-campus requirements)
 - Course content must be reviewed by the Center for Teaching and Learning Excellence.
 - Course syllabus must detail the online modules, assignments, discussions, etc.

Additional Requirements:

- All schedule times beginning after 1:00 could be combined to create a one-day block, e.g., M 1:00-3:45 or M 4:00-6:45 or M 7:00-9:45. There would be several possible combinations for block classes. If a block class is created on one day (e.g., M), then a corresponding block class should be created on the other day (W) to more effectively utilize classroom space.
- No 100 or 200 level classes may be taught as a “one session per week” class without special permission from the appropriate school dean.
- Weekly academic meeting times: Tuesday and Thursday – 2:30 PM – 4:00 PM, classes are not to be scheduled during these timeframes without prior approval of the VPAA.
- The Friday afternoon timeframe may be used for the following:
 - Classes
 - Science laboratory classes
 - Athlete travel
 - Faculty/Student research
 - Field Trips
 - Special Seminars
 - Meeting Time
 - Specialized Programs and Courses