

Summer 2019 Class Meeting Time Recommendations

CPGE will complete schedule building data entry in PeopleSoft for Summer 2019. Please help us as we begin this process by completing and returning the attached form.

Summer Schedule

10 week classes: June 3 – August 9

1st 5 week classes: June 3 – July 5

100W classes (6 weeks): June 3 – July 12

2nd 5 week classes: July 8 – August 9

*Thursday, July 4 –Independence Day Observed – campus closed

CSU Coded Memo: AA-2011-14 provides the CSU Definition of Credit Hour

The credit hour is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1) A credit hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester..."

2) A credit hour is assumed to be a 50-minute (not 60-minute) period.

In courses (e.g., online) in which in-class "seat time" does not apply, "a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement."

HOURS IN-CLASS REQUIRED

Seminar/Lecture

1 unit = 12.5 hours

2 units = 25 hours

3 units = 37.5 hours

Activity

1 unit = 25 hours

Laboratory

1 unit = 37.5 hours

Examples:

Ten Week Classes

A 3 unit *lecture* meets each MW: 37.5 hours per 20 meetings 1 hours 55 minutes/ meeting

A 3 unit *lecture* meets each TR*: 37.5 hours per 19 meetings 2 hours/ meeting

A 3 unit *seminar* meets MTWR*: 37.5 hours per 39 meetings 1 hour/meeting

1st Five Week Classes

A 3 unit *lecture* meets each MW: 37.5 hours per 10 meetings 3 hours 45 minutes/ meeting

A 3 unit *lecture* meets each TR*: 37.5 hours per 9 meetings 4 hours 10 minutes/ meeting

A 3 unit *seminar* meets MTWRF*: 37.5 hours per 24 meetings 1 hour 35 minutes /meeting

2nd Five Week Classes

A 3 unit *lecture* meets each MW or TR: 37.5 hours per 10 meetings 3 hours 45 minutes/meeting

A 3 unit *seminar* meets MTWRF: 37.5 hours per 25 meetings 1 hour 30 minutes/ meeting

Note: The above information is "in seat" time. Please make sure to account for accurate hours per unit including any time due to lunch or breaks, July 4* holiday or "missed" days. In order to minimize errors, please print/write clearly.