Summer 2018 Class Meeting Time Recommendations

CIES will complete schedule building data entry in PeopleSoft for Summer 2018. Please help us as we begin this process by completing and returning the attached form.

Summer Schedule
10 week classes: June 4 – August 10
First 5 week classes: June 4 – July 6
Second 5 week classes: July 9 – August 10
100W classes (6 weeks): June 4 – July 13

*Wednesday, 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

<table>
<thead>
<tr>
<th>Seminar/Lecture</th>
<th>1 unit = 12.5 hours</th>
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<tbody>
<tr>
<td></td>
<td>2 units = 25 hours</td>
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<td></td>
<td>3 units = 37.5 hours</td>
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<table>
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<tr>
<th>Activity</th>
<th>1 unit = 25 hours</th>
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<tr>
<th>Laboratory</th>
<th>1 unit = 37.5 hours</th>
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Examples:
Ten Week Classes
A 3 unit lecture meets each MW*: 37.5 hours per 19 meetings 2 hours/meeting
A 3 unit lecture meets each TR: 37.5 hours per 20 meetings 1 hour 55 minutes/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 9 meetings 4 hours 10 minutes/meeting
A 3 unit lecture meets each TR: 37.5 hours per 10 meetings 3 hours 45 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.