

INSTRUCTIONS FOR COMPLETING WINTER SESSION 2009-10 PROPOSED COURSE OFFERINGS

Winter Session runs from Monday, December 28, 2009 - Friday, January 15, 2010.

NOTE: There is strict adherence to the contact hour requirement for all Winter Session courses.

CONTACT HOUR CHART FOR THE 2009-10 WINTER SESSION

1 s.h. = 750 minutes of class meeting time (non-laboratory course); 2 s.h. = 1500 minutes of class meeting time (non-laboratory course); 3 s.h. = 2250 minutes of class meeting time (non-laboratory course).
Instructional time should be doubled for laboratory courses.

Note: There are 14 classroom days in the 2009-10 Winter Session. The total number of Monday class days is 3; Tuesday classes 3; Wednesday classes 3; Thursday classes 3; Friday classes 2.

Use the following formula to compute classroom time if days/hours differ from the above chart:

- Take 750 for classroom instructional time or 1,500 for a laboratory course (1 s.h. is equivalent to 750 minutes of instructional time; laboratory courses require twice as many instructional minutes).
- Multiply by the number of semester hours for which the course will be offered.
- Divide that figure by the total number of days the course will be held.
- This figure will equal the number of minutes required for classroom instruction a day.

Friday, January 1, is a University holiday*

# of s.h.	Meeting days	# of days of instruction	Time required each day
3 s.h.	MTWRF	14 days	2 hours, 45 minutes
3 s.h.	MTWR	12 days	3 hours, 10 minutes
3 s.h.	MTW or MTR	9 days	4 hours, 10 minutes
3 s.h.	MTF or WRF	8 days	4 hours, 45 minutes
2 s.h.	MTWRF	14 days	1 hour, 50 minutes
2 s.h.	MTWR	12 days	2 hours, 5 minutes
2 s.h.	MTW or MWR	9 days	2 hours, 50 minutes
2 s.h.	MTF or WRF	8 days	3 hours, 10 minutes

If you have questions about the contact hour calculation, contact Jan Brunstein, 5-0222.

✓ Departments or colleges desiring to offer Winter Session courses should fill out and submit their Proposed Course Offerings at the web site: <http://www.continuetolearn.uiowa.edu/ccp/winter/proposal.htm>. **If you have not requested access to the Winter Session Course Proposal site, you will need to do so under "Request Access" before you are able to sign in.** Your proposed course offerings need to be entered on the web site by May 27.

Departmental Information: Enter the contact information on the web site.

► **Department, Course No., Section:** Enter this information for each course. If needed, a Course Approval Form must be routed through the course approval workflow process on MAUI and be received in the Office of the Registrar in order for a course to be added to the course offerings database for the Winter Session 2009-10. Only then can a general classroom assignment be made. You can check valid course information for your college or department at: <http://infobank.registrar.uiowa.edu>. Log on and under the "Courses" heading, click on "Course Database."

Cross-Referenced Courses/Administrative Home: A cross-referenced course is offered in conjunction with at least one other academic department for credit under more than one department and course number option. Enter a cross-referenced course on the web site only if you are the "Administrative Home" unit. Only the department designated as the "Administrative Home" can add the course or change the time, day, room and building, instructor, and the enrollment limit.

► **Abbreviated Course Title, Subtitle:** Enter a shortened version of the full course title. If you wish to list a subtitle, be sure it is clearly indicated as a subtitle entry.

► **Semester Hours:** This entry must be a valid semester hour option that has been approved via a course approval submission through MAUI. If a course will be offered for an arranged number of s.h., enter arr.

(over)

► **Coexisting Courses:** Please identify any courses on your copy that are coexisting within or outside of your college/department that use a general assignment classroom. Note the coexisting course number on your copy so that Classroom Scheduling can assist you in making these room assignments.

► **Pre- or Corequisite** information should be entered. "Consent of instructor" may be listed as a prerequisite and not require a special permission number from the instructor.

► **Special Registration Instructions:** If you want students to obtain a number before they can enroll in the course, indicate this with a special permission option. If you have questions regarding special permission codes, please call Jan Brunstein at 5-0222.

► **Courses Approved for General Education Requirements/Course Fees/Repeatability:** There is no need to enter this information on the web site. The Office of the Registrar adds the appropriate statements and these notations will appear on your proof copy.

► **Time/Days:** Classes start on the half hour or on the hour during the Winter Session.

Scheduling Regulations: In order to maximize the use of classrooms, the following scheduling regulations apply:

Days of Instruction:	M---Monday	T--Tuesday	W--Wednesday	R--Thursday
	F---Friday	S--Saturday	U--Sunday	

If you schedule meeting times outside of regularly scheduled class time (such as film screening or examination times), make sure you note this on your copy.

► **Location (Room/Bldg):** A desired room and building can be listed. Classroom Scheduling considers these requests. If the course meeting place is arranged, enter arr.

► **Room Requirements:** Indicate if you need any special accommodations such as blackboard, whiteboard, audiovisual equipment, etc. so that Classroom Scheduling can meet your requirements.

► **Maximum Enrollment:** An enrollment figure must be listed for sections. This is used for room assignment and maximum enrollment figures. If your maximum enrollment figure is unlimited, such as with an independent study course, enter 999 in the enrollment limit field. If a general assignment classroom is requested for a course, an enrollment figure *must* be entered.

► **Instructors and Rank:** This information must be provided on the Winter Session web site. You also need to enter the instructor information in OSIRIS once the Registrar's Office has processed all Winter Session courses.

The Registrar's Office will send you an e-mail to let you know when the OSIRIS application is open for course descriptions and instructor assignment.

► **2009-10 Academic Year Salary:** Enter for each instructor. Departments that are not requesting funding by the Winter Session Office do not need to provide this information. Any mid-year increases for faculty will not be included in computing Winter Session salaries.

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► **Dates of Course:** Indicate the dates the course or section will be offered. This is important for informing students, monitoring drop/add and grade deadlines, and for classroom scheduling. Be sure to calculate the contact hours required for each course listed. The calculation formula is listed on the reverse side of this sheet. Independent study courses should always be listed for the duration of the Winter Session--December 28-January 15.

You are reminded of the following definitions:

Section - A free standing instructional unit used to divide a course. A section always appears as a numeric designation (e.g., Sec 001, Sec 002). **Lecture** - An instructional unit used in conjunction with one or more other types of instructional units that bring together the total course enrollment as a single unit for a given class meeting (e.g., Lec AAA, Lec BBB).

Discussion - An instructional unit used in conjunction with a lecture that denotes a non-laboratory situation. This term must be used to include all instructional units whose description could be categorized as recitation, conference, or drill (e.g., Lec AAA with Dis A01, Dis A02). **Laboratory** - An instructional unit used in conjunction with a lecture that requires a room with specialized facilities and equipment (e.g., Lab A01, Lab A02, Lab B01, Lab B02).

Laboratory-Discussion - An instructional unit of laboratory-discussion combination used in conjunction with a lecture (e.g., Lec AAA with L-D A01, L-D A02).