

INSTRUCTIONS FOR COMPLETING BUDGETED SUMMER SESSION 2010 PROPOSED COURSE OFFERINGS

NEW!! ***Course prerequisites, corequisites, requirements, and recommendations will display in ISIS beginning with the Summer 2010 Session. This information will be pulled from MAUI. Thus, you will want to check this information for each of your courses in the MAUI Course Library to determine if it is correct. If this information from the MAUI Course Library is incorrect for any of your courses, you need to submit course approval forms through MAUI workflow. NOTE: At the **section** level, you can add additional requirements or recommendations that exceed the **course**-level information listed in the MAUI Course Planner Summary or in the MAUI Course Library. You should enter section-level requirements or recommendations on your Call for Copy or Proof Copy.

NEW!! ***You will need to enter your Summer 2010 instructors and course descriptions in MAUI. OSIRIS will no longer be used for this purpose. **You will receive an e-mail when you can enter instructor names and course descriptions in MAUI.** That e-mail will include instructions on how to enter this information in MAUI.

The three summer sessions are held the following dates:

Three-week session--May 17-June 4 Eight-week session--June 8-July 30 Six-week session--June 22-July 30

If your department offered extension courses last summer, there will be a printout of these courses (including GIS courses) with your mailing materials. Please update the information for extension courses directly on the copy and mail it back to Jan Brunstein, Office of the Registrar, 1 JH, by **Friday, November 6**. List extension courses as Sec EXA, EXB, etc. with the appropriate designation (Web, ICN, Ext). You will receive a proof copy of the extension courses along with your daytime and Saturday & Evening course offerings proof copy approximately December 23. All other courses should be submitted via the Summer Session web site at <http://www.continuetolearn.uiowa.edu/ccp/summer/proposal.htm>.

There is strict adherence to the contact hour requirement for ALL sessions. The only exception will be for a 3 s.h. class that meets Monday through Friday in the 8-week session. This course would need to meet for 50 minutes every day. See the chart below.

CONTACT HOUR CHART FOR 3- 6- AND 8-WEEK COURSES FOR SUMMER SESSION 2010

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: The 3-week session meets for a total of 14 days. The total of Monday class days is 2; Tuesday (3); Wednesday (3); Thursday (3); Friday (3).

The 8-week session meets for a total of 38 days. The total of Monday class days is 6; Tuesday (8); Wednesday (8); Thursday (8); Friday (8).

The 6-week session meets for a total of 28 days. The total of Monday class days is 4; Tuesday (6); Wednesday (6); Thursday (6); Friday (6).

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

- 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 the course will be offered for.
- 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.

3-week session (May 17 - June 4) non-lab course (Monday, May 31 is a University holiday)

# of s.h.	Meeting days	# of days of instruction	# of minutes required	Time required each day
3 s.h.	MTWRF	14 days	160.714	2 hours, 45 minutes
3 s.h.	MTWR	11 days	204.545	3 hours, 25 minutes
2 s.h.	MTWRF	14 days	107.142	1 hour, 50 minutes
2 s.h.	MTWR	11 days	136.363	2 hours, 20 minutes

8-week session (June 8 - July 30) non-lab course (Monday, July 5 is a University holiday; classes do not meet July 4)

# of s.h.	Meeting days	# of days of instruction	# of minutes required	Time required each day
3 s.h.	MTWRF	38 days	(calculation doesn't apply)	50 minutes
3 s.h.	MWF	22 days	102.272	1 hour, 45 minutes
3 s.h.	TR or TW or WR	16 days	140.625	2 hours, 25 minutes
2 s.h.	MTWRF	38 days	39.473	40 minutes
2 s.h.	MTWR	30 days	50.00	50 minutes
2 s.h.	MWF	22 days	68.181	1 hour, 10 minutes

6-week session (June 22 - July 30) non-lab course (Monday, July 5 is a University holiday; classes do not meet July 4)

# of s.h.	Meeting days	# of days of instruction	# of minutes required	Time required each day
3 s.h.	MTWRF	28 days	80.357	1 hour, 25 minutes
3 s.h.	MTWR	22 days	102.272	1 hour, 45 minutes
3 s.h.	MWF	16 days	140.625	2 hours, 25 minutes
3 s.h.	TWR or WRF	18 days	125	2 hours, 5 minutes
2 s.h.	MWF	16 days	93.75	1 hour, 35 minutes

(over)

EXAMPLES: A three-week, 3 s.h. non-laboratory Summer Session course meeting for the duration of this session (May 17-June 4 on MTWRF has 14 instructional days. (Monday, May 31 is a University holiday.)

750 (minutes) x 3 (s.h.) = 2250 minutes

2250 (minutes) divided by 14 (days) = 160.714 minutes required per day

2 hours and 45 minutes of classroom instruction are required each day.

A six-week, 3 s.h. non-laboratory Summer Session course meeting for the duration of this session (June 22-July 30) on MWF has 16 instructional days. (Monday, July 5 is a University holiday.)

750 (minutes) x 3 (s.h.) = 2250 minutes

2250 (minutes) divided by 16 (days) = 140.625 minutes required per day

2 hours and 25 minutes of classroom instruction are required each day.

If you have questions about calculating contact hours, contact Jan Brunstein, 5-0222 or at jan-brunstein@uiowa.edu.

Fill out and submit proposed course offerings and workshops at the web site:

<http://www.continuetolearn.uiowa.edu/ccp/summer/proposal.htm>. For security purposes, you will need to request sign-in privileges to access the summer site for the first time. If you requested sign-in privileges in the past, you can access the site with your HawkID and password. Enter course title and information as indicated on the web site. Be sure any subtitle is clearly indicated. Departments or colleges proposing Saturday & Evening Courses (S&E) or S&E workshops should submit them online at the same web site listed above. Enter S&E courses with the designator SC3 for 3-week courses, SC6 for 6-week courses, and SC8 for 8-week courses. If they are off-cycle courses, enter SCA, SCB, etc. For off-cycle courses, enter the beginning and ending dates. Please do **not** enter extension courses on the Summer Session web site; send those changes to Jan Brunstein, Office of the Registrar, 1 JH.

Semester hours: Enter a valid semester hour option for each course. If a course will be offered for an arranged number of s.h., enter arr. You can check valid semester hour options at: <http://infobank.registrar.uiowa.edu>. Log on, and under "Courses," click on "Course Database." You can also check your course listings on MAUI in the Course Library.

Date of session: Indicate the session a course or section will be offered: 3-week, 6-week, 8-week, or an off-cycle course. Independent-study courses should always be listed in the 8-week session.

Off-cycle course: If any course is to be held for a longer or shorter period of time than one of the three official sessions, it is considered an off-cycle course. Indicate the dates the course will meet. Be sure to take into account the contact hour requirement for each course.

Coexisting course: Please identify 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 so that Classroom Scheduling can assist you in making these room assignments.

Cross-referenced course: 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 only if you are the "Administrative Home" unit. Only the department designated as the "Administrative Home" can add their course or change the time, day, room and building, instructor, and enrollment limits.

Time: Classes start on the hour. Saturday & Evening Courses in the 6- or 8-week Summer Sessions should begin at 3:00 p.m. or later. If you schedule meeting times outside of regularly scheduled class time (such as examination times), make sure you note this on your copy.

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

Scheduling regulations: In order to maximize the use of air-conditioned classrooms while maintaining energy efficiency, the following scheduling regulations apply for summer session: 1. Five contact-hour per week courses should be scheduled on a daily basis. 2. Equal use is given to the hours beginning at 8, 9, 10, 11, 12, and 1. Air-conditioned space is in greatest demand at 9 a.m. and 10 a.m. If an equal balance cannot be achieved, avoid adding extra courses at those hours. Those adhering to the regulations above are given priority in air-conditioned space during the room scheduling process.

Room and building: A desired room and building can be listed. Classroom Scheduling considers these requests. If the course meeting place is arranged, enter ARR.

Instructor name and rank: Enter the instructor's name and academic rank.

Academic year 2009-10 and Summer 2010 salary: Enter for each instructor.

Enrollment limit: An enrollment figure must be listed for all sections of each course. 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 "Max Enrol" field. If a general assignment classroom is requested for a course, an enrollment figure must be entered in the "Max Enrol" field.

New courses for Summer 2010: A Course Approval Form must be submitted through MAUI and approved by all before a new course can be added to the course offerings for Summer Session. At that time, a general assignment classroom is allocated, if needed. You can check college or departmental approved courses at: <http://infobank.registrar.uiowa.edu>. Log on and under the "Courses" heading, click on "Course Database." You can also check your course listings in the MAUI Course Library.

You are reminded of the following definitions: **Sec** - A free standing instructional unit used to divide a course. **Lec** - An instructional unit used in conjunction with one or more other types of instructional units that brings together the total course enrollment as a single unit for a given class meeting. **Dis** - An instructional unit used in conjunction with a lecture that denotes a non-laboratory situation. Discussion includes all instructional units whose description could be categorized as recitation, conference, and drill. **Lab** - An instructional unit used in conjunction with a lecture that requires a room with specialized facilities and equipment. **Lab-Dis** - An instructional unit composed of a laboratory-discussion combination used in conjunction with a lecture.