

SUMMER SCHOOL SCHEDULING GUIDELINES 2024 (MACOMB CAMPUS)

Scheduling

For all sessions the guiding principle for course scheduling is the required “contact” time:

1.0-hr lecture courses meet for 800 minutes
2.0-hr lecture courses meet for 1600 minutes

3.0-hr lecture courses meet for 2400 minutes
4.0-hr lecture courses meet for 3200 minutes

These are “teaching” contact hours and do not include time for breaks (5- to 15-minute breaks every 75-90 minutes) or lunch (45-60 minutes).

The schedule below is the basis for scheduling many of the sessions using a four-day schedule (MTWTh):

	Monday	Tuesday	Wednesday	Thursday
9 am – 10:15 (Period 1)				
10:15-10:30	Break	Break	Break	Break
10:30-11:45 (Period 2)				
11:45-1 pm	Lunch	Lunch	Lunch	Lunch
1-2:15 (Period 3)				
2:15-2:30	Break	Break	Break	Break
2:30-3:45 (Period 4)				
3:45-5	Dinner	Dinner	Dinner	Dinner
Any time from 5-6:15 to 7:30-8:45 (Evening)				

Guidelines

1. Grad classes that have no impact on any other department can set their own schedules for classes. Those that would have an impact on another department would be in contact with each other and work out the details of times, etc.
2. All Gen Ed classes offered for 3 or more credit hours must fall within the time lines established for the 6 or 8-week sessions, with the exception of 1-2 credit hour Gen Ed which can be offered in a 4-week session.
3. Times for 1-2 credit hour Gen Ed courses in 4-week sessions will be 8:15-10:15, 10:30-12:30, 12:15-2:15 or 2:30-4:30 pm.
4. Evening classes may begin anytime after 5:00 pm. Be aware of your audience and any possible impact that the starting time – earlier or later – might have on them.
5. All classes must follow a four-day schedule (MTWTh) unless there is an educational reason for offering the course MTW-F or MT-ThF. Request for an exception must be approved by the Chair and presented to the Dean.
6. Upper-division and Grad courses may be offered during any session.
7. The Deans, or their representatives, will meet to work out scheduling of Gen Ed courses to ensure that a variety of Gen Ed courses are offered during each block of time.

8. Pre-session and weekend offerings do not follow a structured scheduling plan. Gen Ed courses offered during these times need approval of the Summer School Committee, all other courses during these sessions require dean approval.

Sessions

Pre-Summer School Session (Three weeks from May 13 – May 31)

- Scheduling Rules – Variable scheduling allowed
- Types of Courses – Workshops, Upper Division/Grad, select General Education courses

4- week Sessions (First from June 3 – June 28, Second from July 1 – July 26)

- Scheduling Rules – Classes meet MTWTh during one of the following blocks: 9-11:45, 1-3:45, 6-8:45
- Types of Classes – primarily Upper Division/Grad, no General Education courses.

8-week Session (June 3 – July 26)

- Scheduling Rules – Classes meet MTWTh during one of the following blocks: 9-10:15, 10:30-11:45, 1-2:15, 2:30-3:45, 6-7:15, 7:30-8:45
- Types of Classes – primarily general education

6-week Session (June 3 – July 12)

- Scheduling Rules – classes meet MTWTh during one of the following blocks: 10:30-12:20, 2:30-4
- Types of classes – Select general education

Weekend Sessions (Fri/Sat/Sun May 11 – July 21)

- Scheduling Rules – variable scheduling allowed
- Types of Courses – Workshops, Upper Division/Graduate

Scheduling Samples

3 S.H. LECTURE COURSE

Pre-Summer School Session

3 weeks MTWThF 9-11:55 1-3:55 6-8:55 (includes 15-minute break)

4-Week Session

MTWTh 9-11:45 1-3:45 6-8:45 (includes 15-minute break)

8-Week Session

MTWTh 9-10:15 10:30-11:45 1-2:15 2:30-3:45 6-7:15 7:30-8:45

6-Week Session

MTWTh 10:30-12:20 2:30-4:20 (includes 10-minute break)

Weekend Session

3 weekends Fri/Sat or Sat/Sun 9-4:30 (includes lunch and breaks)
Fri/Sat/Sun – Fri 1-4:30, Sat 9-4:30, Sun 9-12 or 1-4

4 S.H. LECTURE COURSE (8-WEEK SESSION)

MW 9-11:45 1-3:45 6-8:45
TTh 9-10:15 1-2:15 6-7:15

4 S.H. LAB COURSE (8-WEEK SESSION)

Lecture MW 9-11:45 1-3:45 6-8:45
Lab TTh 9-11 1-3 6-8

2 S.H. LECTURE COURSE (8-WEEK SESSION)

MTWTh 9-9:50 1-1:50 6-6:50