

## **2015-2016 Course Scheduling Checklist**

### **Available Class Blocks:**

50 minutes → 3, 4, or 5-days-a-week

80 minutes → 2 or 3-days-a-week

110 minute → 2 or 3-days-a-week

170 minute → 1 or 2-days-a-week

All class blocks are available to all departments.

### **Checklist:**

- ☐ Class meetings times are standard and offered during approved class blocks. All classes must fit within the designated class block.
  - See the Grinnell College Class Timetable
- ☐ No classes scheduled during Community Hours: Tuesday and Thursday, 11:00am-12:50pm
- ☐ Tutorials are scheduled during the Tutorial class block (Tuesday & Thursday, 8:00-9:50am) by the department to which that faculty reports.
- ☐ Courses open to First Year students do not conflict with the Tutorial class block: Tuesday & Thursday, 8:00-9:50am
- ☐ Courses occupy a single class block: e.g., MWF 8:00-8:50am, TR 2:00-3:50pm, F 9:00-11:50am
  - See “4 and 5 Day-A-Week” and “170 Minute Lab/Studio” exceptions below.
- ☐ Offering a **balance** and **diversity** of class meetings across the timetable:
  - ☐ When possible, a balanced mix of 50, 80, 110, and 170 class blocks.
  - ☐ Balanced mix of morning and afternoon class blocks.
  - ☐ Balanced mix of MWF and TR class blocks.
  - ☐ At least one, non-Tutorial, class is offered at 8am.
  - ☐ At least one class offered at 3pm.
  - ☐ When possible, multiple sections of the same course are offered in the morning and afternoon.
    - Exception: Highly popular courses with multiple sections that already have a balanced am/pm distribution and student schedules could benefit from a second section in the same class block.

### **4 and 5 Day-A-Week Courses:**

- ☐ When possible, 4 and 5 day-a-week courses meet during the SAME class block: e.g., MTWTF 10:00-10:50am, MWRF 2:00-2:50pm, MTWRF 2:00-2:50pm
  - Exception: 4 and 5 day-a-week courses meeting during the 11:00-11:50am class block may schedule their 4<sup>th</sup> and/or 5<sup>th</sup> class session during the 10:00-10:50am, 1:00-1:50pm, or 3:00-3:50pm class block.
- ☐ When possible, 4 and 5 day a week courses do not occupy more than two class blocks.
  - ☐ The 4<sup>th</sup> and 5<sup>th</sup> class session of 5-day-a-week courses meet during the SAME class block: e.g., MWF 11:00-11:50am and TR 3:00-3:50pm, MWF 11:00-11:50am and TR 10:00-10:50am.

### **Courses With 170 Minute Labs or Studios:**

- ☐ When possible, lecture and lab sections do not occupy more than two class blocks.
- ☐ When possible, multiple lab sections of the same course are offered in the morning and afternoon.
- ☐ Lab sections and Studios are balanced and distributed across the timetable.
  - ☐ Utilize 170 min Friday class blocks.