

## Fall and Spring 16-Week Meeting Length Calculations

Scheduled course time required for a 16-week course meeting X number of days per week.

Meetings per Week		1 Day per Week	2 Days per Week	3 Days per Week	4 Days per Week	5 Days per Week
Days of the Week		M,T,W,Th,F,or S	MW or TTh	MWF or TThF	MTWTh	MTWThF (Daily)
LEC% FTE	LAB% FTE	Hrs:Min per Day	Hrs:Min per Day	Hrs:Min per Day	Hrs:Min per Day	Hrs:Min per Day
<b>9 total hours</b> .6 hrs/wk for 16 weeks <b>3.33% FTE 2.5%</b>	**	TBA hours = .6 hours per week	**	**	**	**
<b>18 total hours</b> 1.1 hrs/wk for 16 weeks <b>6.67% FTE 5% FTE</b>	**	<b>1:05</b> TBA hours = 1.3 hours per week	**	**	**	**
<b>27 total hours</b> 1.7 hrs/wk for 16 weeks <b>10% FTE 7.5% FTE</b>	**	<b>1:25</b> TBA hours = 1.7 hours per week	**	**	**	**
<b>36 total hours</b> 2.3 hrs/wk for 16 weeks <b>13.33% FTE 10% FTE</b>	**	<b>2:05</b> TBA hours = 2.3 hours per week	**	**	**	**
<b>45 total hours</b> 2.8 hrs/wk for 16 weeks <b>16.67% FTE 12.5%</b>	**	<b>2:30</b> TBA hours = 2.8 hours per week	<b>1:10</b> TBA hours per half = 1.4 hours per week	**	**	**
<b>54 total hours</b> 3.4 hrs/wk for 16 weeks <b>20% FTE 15% FTE</b>	**	<b>3:10</b> TBA hours = 3.4 hours per week	<b>1:25</b> TBA hours per half = 1.7 hours per week	**	**	**
<b>63 total hours</b> 3.9 hrs/wk for 16 weeks <b>23.33% FTE 17.5% FTE</b>	**	<b>3:35</b> TBA hours = 3.9 hours per week	<b>1:50</b> TBA hours per half = 2.0 hours per week	<b>1:05</b> TBA hours per third = 1.3 hours per week	**	**
<b>72 total hours</b> 4.5 hrs/wk for 16 weeks <b>26.67% FTE 20% FTE</b>	**	<b>4:15</b> TBA hours = 4.5 hours per week	<b>2:05</b> TBA hours per half = 2.3 hours per week	<b>1:15</b> TBA hours per third = 1.5 hours per week	**	**
<b>81 total hours</b> 5.1 hrs/wk for 16 weeks <b>30% FTE 22.5% FTE</b>	**	<b>4:55</b> TBA hours = 5.1 hours per week	<b>2:20</b> TBA hours per half = 2.5 hours per week	<b>1:25</b> TBA hours per third = 1.7 hours per week	<b>1:05</b> TBA hours per fourth = 1.3 hours per week	**
<b>90 total hours</b> 5.6 hrs/wk for 16 weeks <b>33.33% FTE 25% FTE</b>	**	<b>5:20</b> TBA hours = 5.6 hours per week	<b>2:30</b> TBA hours per half = 2.8 hours per week	<b>1:35</b> TBA hours per third = 1.9 hours per week	<b>1:10</b> TBA hours per fourth = 1.4 hours per week	**
<b>99 total hours</b> 6.2 hrs/wk for 16 weeks <b>36.67% FTE 27.5% FTE</b>	***	TBA hours = 6.2 hours per week	<b>2:55</b> TBA hours per half = 3.1 hours per week	<b>1:55</b> TBA hours per third = 2.1 hours per week	<b>1:20</b> TBA hours per fourth = 1.5 hours per week	<b>1:05</b> TBA hours per fifth = 1.3 hours per week
<b>108 total hours</b> 6.8 hrs/wk for 16 weeks <b>40% FTE 30% FTE</b>	***	TBA hours = 6.8 hours per week	<b>3:10</b> TBA hours per half = 3.4 hours per week	<b>2:05</b> TBA hours per third = 2.3 hours per week	<b>1:25</b> TBA hours per fourth = 1.7 hours per week	<b>1:10</b> TBA hours per fifth = 1.4 hours per week
<b>117 total hours</b> 7.3 hrs/wk for 16 weeks <b>43.33% FTE 32.5% FTE</b>	***	TBA hours = 7.3 hours per week	<b>3:25</b> TBA hours per half = 3.7 hours per week	<b>2:10</b> TBA hours per third = 2.4 hours per week	<b>1:30</b> TBA hours per fourth = 1.8 hours per week	<b>1:15</b> TBA hours per fifth = 1.5 hours per week
<b>126 total hours</b> 7.9 hrs/wk for 16 weeks <b>46.67% FTE 35% FTE</b>	***	TBA hours = 7.9 hours per week	<b>3:35</b> TBA hours per half = 3.9 hours per week	<b>2:20</b> TBA hours per third = 2.6 hours per week	<b>1:50</b> TBA hours per fourth = 2.0 hours per week	<b>1:20</b> TBA hours per fifth = 1.6 hours per week
<b>135 total hours</b> 8.4 hrs/wk for 16 weeks <b>50% FTE 37.5% FTE</b>	***	TBA hours = 8.4 hours per week	<b>4:00</b> TBA hours per half = 4.2 hours per week	<b>2:30</b> TBA hours per third = 2.8 hours per week	<b>1:55</b> TBA hours per fourth = 2.1 hours per week	<b>1:25</b> TBA hours per fifth = 1.7 hours per week
<b>144 total hours</b> 9.0 hrs/wk for 16 weeks <b>53.33% FTE 40% FTE</b>	***	TBA hours = 9.0 hours per week	<b>4:15</b> TBA hours per half = 4.5 hours per week	<b>2:50</b> TBA hours per third = 3.0 hours per week	<b>2:05</b> TBA hours per fourth = 2.3 hours per week	<b>1:30</b> TBA hours per fifth = 1.8 hours per week
<b>153 total hours</b> 9.6 hrs/wk for 16 weeks <b>56.67% FTE 42.5% FTE</b>	***	TBA hours = 9.6 hours per week	<b>4:30</b> TBA hours per half = 4.8 hours per week	<b>3:00</b> TBA hours per third = 3.2 hours per week	<b>2:10</b> TBA hours per fourth = 2.4 hours per week	<b>1:35</b> TBA hours per fifth = 1.9 hours per week
<b>162 total hours</b> 10.1 hrs/wk for 16 weeks <b>60% FTE 45% FTE</b>	***	TBA hours = 10.1 hours per week	<b>4:55</b> TBA hours per half = 5.1 hours per week	<b>3:10</b> TBA hours per third = 3.4 hours per week	<b>2:15</b> TBA hours per fourth = 2.5 hours per week	<b>1:50</b> TBA hours per fifth = 2.0 hours per week
<b>171 total hours</b> 10.7 hrs/wk for 16 weeks <b>63.33% FTE 47.5% FTE</b>	***	TBA hours = 10.7 hours per week	<b>5:10</b> TBA hours per half = 5.3 hours per week	<b>3:20</b> TBA hours per third = 3.6 hours per week	<b>2:25</b> TBA hours per fourth = 2.7 hours per week	<b>1:55</b> TBA hours per fifth = 2.1 hours per week
<b>180 total hours</b> 11.3 hrs/wk for 16 weeks <b>66.67% FTE 50% FTE</b>	***	TBA hours = 11.3 hours per week	<b>5:20</b> TBA hours per half = 5.6 hours per week	<b>3:30</b> TBA hours per third = 3.8 hours per week	<b>2:30</b> TBA hours per fourth = 2.8 hours per week	<b>2:05</b> TBA hours per fifth = 2.3 hours per week

Use the hours and minutes when figuring start and end time for a meeting pattern.

Use the decimal equivalents to calculate the total weekly TBA hours for a meeting pattern.

Example: Psych 1 meets 3.4 hrs/wk for 16 weeks and has 54 total hours. We want to have it meet twice a week. Look down the left column to find 54 total hours, then move right to find the number of meetings. The chart tells us the class would meet 1 hour and 25 minutes twice a week.

Remember:

- If a class is more than 1 hour, but less than 2 hours long, the students must have 10 minutes passing time after the class ends, in lieu of a break.
- If a class is 2 hours or more, but less than 3 hours long, the students should get one 10-minute break during class and 10 minutes passing time after the class ends.
- If a class is 3 hours or more, but less than 4 hours long, the students should get two 10-minute breaks during class and 10 minutes passing time after the class ends, etc.



**The 10 minutes that follow each class (the passing time) is part of the class. The students are still earning credit, and the instructor is still earning pay. Always make sure to allow 10 minutes between classes when scheduling a room and an instructor's schedule.**

\*\* Pattern does not give optimal apportionment.

\*\*\* This schedule would require more than 6 hours. A class that meets more than 6 hours must have at least a 1/2-hour lunch break or meet more than one day. Use a column further to the right to break apart into two or more days and/or meetings.