

## Fall and Spring 8-Week Meeting Length Calculations

Scheduled course time required for an 8-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 3.33% FTE    2.5% FTE	<b>1:05</b> TBA hours = 1.3 hours per week	**	**	**	**
<b>18 total hours</b> 1.1 hrs/wk for 16 weeks 6.67% FTE    5% FTE	<b>2:05</b> TBA hours = 2.3 hours per week	<b>1:05</b> TBA hours per half = 1.3 hours per week	<div style="border: 1px solid green; padding: 5px; background-color: #e0f0e0;">                     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.                 </div>		
<b>27 total hours</b> 1.7 hrs/wk for 16 weeks 10% FTE    7.5% FTE	<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>36 total hours</b> 2.3 hrs/wk for 16 weeks 13.33% FTE    10% FTE	<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>45 total hours</b> 2.8 hrs/wk for 16 weeks 16.67% FTE    12.5% FTE	<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>1:15</b> TBA hours per third = 1.5 hours per week	**	<b>1:10</b> TBA hours per fourth = 1.4 hours per week
<b>54 total hours</b> 3.4 hrs/wk for 16 weeks 20% FTE    15% FTE	** 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>63 total hours</b> 3.9 hrs/wk for 16 weeks 23.33% FTE    17.5% FTE	** 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>72 total hours</b> 4.5 hrs/wk for 16 weeks 26.67% FTE    20% FTE	** 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>81 total hours</b> 5.1 hrs/wk for 16 weeks 30% FTE    22.5% FTE	** 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>90 total hours</b> 5.6 hrs/wk for 16 weeks 33.33% FTE    25% FTE	** 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
<b>99 total hours</b> 6.2 hrs/wk for 16 weeks 36.67% FTE    27.5% FTE	** TBA hours = 12.4 hours per week	** TBA hours per half = 6.2 hours per week	<b>3:55</b> TBA hours per third = 4.1 hours per week	<b>2:55</b> TBA hours per fourth = 3.1 hours per week	<b>2:15</b> TBA hours per fifth = 2.5 hours per week
<b>108 total hours</b> 6.8 hrs/wk for 16 weeks 40% FTE    30% FTE	** TBA hours = 13.5 hours per week	** TBA hours per half = 6.8 hours per week	<b>4:15</b> TBA hours per third = 4.5 hours per week	<b>3:10</b> TBA hours per fourth = 3.4 hours per week	<b>2:25</b> TBA hours per fifth = 2.7 hours per week
<b>117 total hours</b> 7.3 hrs/wk for 16 weeks 43.33% FTE    32.5% FTE	** TBA hours = 14.6 hours per week	** TBA hours per half = 7.3 hours per week	<b>4:35</b> TBA hours per third = 4.9 hours per week	<b>3:25</b> TBA hours per fourth = 3.7 hours per week	<b>2:35</b> TBA hours per fifth = 2.9 hours per week
<b>126 total hours</b> 7.9 hrs/wk for 16 weeks 46.67% FTE    35% FTE	** TBA hours = 15.8 hours per week	** TBA hours per half = 7.9 hours per week	<b>5:05</b> TBA hours per third = 5.3 hours per week	<b>3:35</b> TBA hours per fourth = 3.9 hours per week	<b>3:00</b> TBA hours per fifth = 3.2 hours per week
<b>135 total hours</b> 8.4 hrs/wk for 16 weeks 50% FTE    37.5% FTE	** TBA hours = 16.9 hours per week	** TBA hours per half = 8.4 hours per week	<b>5:20</b> TBA hours per third = 5.6 hours per week	<b>4:00</b> TBA hours per fourth = 4.2 hours per week	<b>3:10</b> TBA hours per fifth = 3.4 hours per week
<b>144 total hours</b> 9.0 hrs/wk for 16 weeks 53.33% FTE    40% FTE	** TBA hours = 18.0 hours per week	** TBA hours per half = 9.0 hours per week	<b>5:50</b> TBA hours per third = 6.0 hours per week	<b>4:15</b> TBA hours per fourth = 4.5 hours per week	<b>3:20</b> TBA hours per fifth = 3.6 hours per week
<b>153 total hours</b> 9.6 hrs/wk for 16 weeks 56.67% FTE    42.5% FTE	** TBA hours = 19.1 hours per week	** TBA hours per half = 9.6 hours per week	** TBA hours per third = 6.4 hours per week	<b>4:30</b> TBA hours per fourth = 4.8 hours per week	<b>3:30</b> TBA hours per fifth = 3.8 hours per week
<b>162 total hours</b> 10.1 hrs/wk for 16 weeks 60% FTE    45% FTE	** TBA hours = 20.3 hours per week	** TBA hours per half = 10.1 hours per week	** TBA hours per third = 6.8 hours per week	<b>4:55</b> TBA hours per fourth = 5.1 hours per week	<b>3:55</b> TBA hours per fifth = 4.1 hours per week
<b>171 total hours</b> 10.7 hrs/wk for 16 weeks 63.33% FTE    47.5% FTE	** TBA hours = 21.4 hours per week	** TBA hours per half = 10.7 hours per week	** TBA hours per third = 7.1 hours per week	<b>5:10</b> TBA hours per fourth = 5.3 hours per week	<b>4:05</b> TBA hours per fifth = 4.3 hours per week
<b>180 total hours</b> 11.3 hrs/wk for 16 weeks 66.67% FTE    50% FTE	** TBA hours = 22.5 hours per week	** TBA hours per half = 11.3 hours per week	** TBA hours per third = 7.5 hours per week	<b>5:20</b> TBA hours per fourth = 5.6 hours per week	<b>4:15</b> TBA hours per fifth = 4.5 hours per week

Remember:

- If a class is more than 1 hour, but less than 2 hours long, the students should get 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.

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 for 8 weeks. Look down the left column to find 54 total hours and then to the right to find 2 meetings per week. The chart tells us it would meet 3 hours and 10 minutes twice a

**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.