

Summer and Winter Intersession 5-Week Class Time Calculations

Number of Meetings per Week and Percent of Responsibility	1 Meeting per Week 100% Responsibility		2 Meetings per Week each at 50% Responsibility		3 Meetings per Week multiples of 33.33% Responsibility		4 Meetings per Week multiples of 25% Responsibility		5 Meetings per Week multiples of 20% Responsibility	
	Total Meetings	4 Meetings (1 holiday)	5 Meetings	9 Meetings (1 holiday)	10 Meetings	14 Meetings (1 holiday)	15 Meetings	19 Meetings (1 holiday)	20 Meetings	24 Meetings (1 holiday)
Days of the Week	M, T, W, Th, F, or S		MW or TTh		MTW or TWTh or MWF		MTWTh or TWThF		MTWThF	
Hours and Minutes	Hrs : Mins per Day		Hrs : Mins per meeting		Hrs : Mins per meeting		Hrs : Mins per meeting		Hrs : Mins per meeting	
LEC FTE LAB										
9 total hours	2:05	1:30	***	***	***	***	***	***	***	***
.6 hrs/wk for 16 weeks	TBA hours = 1.80 hrs/wk									
3.33% FTE 2.5% FTE	2.25 hrs/day	1.80 hrs/day								
18 total hours	4:15	3:20	***	***	***	***	***	***	***	***
1.1 hrs/wk for 16 weeks	TBA hours = 3.60 hrs/wk									
6.67% FTE 5% FTE	4.50 hrs/day	3.60 hrs/day								
27 total hours	6:30	5:10	***	***	***	***	***	***	***	***
1.7 hrs/wk for 16 weeks	TBA hours = 5.40 hrs/wk									
10% FTE 7.5% FTE	6.75 hrs/day	5.40 hrs/day								
36 total hours	***	7:00	***	***	***	***	***	***	***	***
2.3 hrs/wk for 16 weeks	TBA hours = 7.20 hrs/wk									
13.33% FTE 10% FTE	7:20 hrs/day									
45 total hours	***	***	***	***	***	***	***	***	***	***
2.8 hrs/wk for 16 weeks	TBA hours = 9.00 hrs/wk									
16.67% FTE 12.5% FTE										
54 total hours	***	***	***	***	***	***	***	***	***	***
3.4 hrs/wk for 16 weeks	TBA hours = 10.80 hrs/wk									
20% FTE 15% FTE										
63 total hours	***	***	***	***	***	***	***	***	***	***
3.9 hrs/wk for 16 weeks	TBA hours = 12.60 hrs/wk									
23.33% FTE 17.5% FTE										
72 total hours	***	***	***	***	***	***	***	***	***	***
4.5 hrs/wk for 16 weeks	TBA hours = 14.4 hrs/wk									
26.67% FTE 20% FTE										
81 total hours	***	***	***	***	***	***	***	***	***	***
5.1 hrs/wk for 16 weeks	TBA hours = 16.2 hrs/wk									
30% FTE 22.5% FTE										
90 total hours	***	***	***	***	***	***	***	***	***	***
5.6 hrs/wk for 16 weeks	TBA hours = 18.0 hrs/wk									
33.33% FTE 25% FTE										
99 total hours	***	***	***	***	***	***	***	***	***	***
6.2 hrs/wk for 16 weeks	TBA hours = 19.8 hrs/wk									
36.67% FTE 27.5% FTE										
108 total hours	***	***	***	***	***	***	***	***	***	***
6.8 hrs/wk for 16 weeks	TBA hours = 21.6 hrs/wk									
40% FTE 30% FTE										
117 total hours	***	***	***	***	***	***	***	***	***	***
7.3 hrs/wk for 16 weeks	TBA hours = 23.4 hrs/wk									
43.33% FTE 32.5% FTE										
126 total hours	***	***	***	***	***	***	***	***	***	***
7.9 hrs/wk for 16 weeks	TBA hours = 25.2 hrs/wk									
46.67% FTE 35% FTE										

*** Pattern does not give optimal apportionment.
 ***** A meeting this long is either not meant for the 5-week session or should be broken down into smaller meetings.

The Passing Time: In the example circled, a 54-hour class meeting 14 times should meet 3.86 hours per day. Students get credit for 3.86 hours/day (54 total hours), and Instructors get paid for 3.86 hours/day (54 total hours). (54 divided by 14 days = 3.86 hrs/day. .86 hours X 60 minutes = 51.6 minutes. Technically, that's 3 hours and 52 minutes.) But when using the Chancellor's Office's formula, we find that this class would meet 3 hours and 35 minutes. The difference allows for the passing time. If this class meets 8-11:35AM, the passing time would be 11:35 to 11:45. So when planning classes, if this class ends at 11:35, the next one should not begin until 11:45.

Use the hours and minutes when figuring start and end times for a meeting pattern.
 Use the decimal equivalents for the weekly total of TBA hours for a meeting pattern.

Example:
 Psych 1 usually meets 3.38 hrs/wk for 16 weeks for a total of 54 hours.
 We want to have the class meet 3 days a week for 5 weeks. Since the class is fewer than 16 weeks long, we must count the meeting days. It's to be a MWF class, and there will be one M holiday, so the class will meet 14 times.
 (3 X 5) - 1 = 14
 Look down the left column to find the 54-total-hours row and then to the right to find the 14-meetings column. The chart tells us the class would meet 3 hours and 35 minutes each day.
 HR will need an estimate of the highest number of weekly contact hours. Multiply the highest number of meetings per week times the decimal equivalent shown in the cell under the one where you found clock hours. In this case, we'd multiply 3 X 3.86 = 11.58. Round up to 11.6 to be safe.
 You'd enter 3.86 on the timecard for each day the class meets.

Breaks and Passing Times:

- If a class is 1 or more 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.

