

Sample Exercises for Calculating Contact Time for Summer Courses

1. Lower-division, 4-unit course in a 6-week format meeting 4 days per week w/ an 80 minute discussion section per week.

- MCA lists this course with a primary of 30 hours and a secondary of 10 hours; this is equivalent to a TOTAL of 2000 minutes of contact time.
- 80 minutes x 6 weeks = 480 discussion minutes
(This as close to 500 minutes as you can get and still stay within an 80 min class period. Make up the difference by adding to Lecture time—see c below.)
- 2000 minutes – 480 minutes of discussion sections = 1520 minutes of lecture
- $1520/6 \text{ weeks} = 253.33$ (rounded up to the nearest 5 minute increment = 255)
- 255 minutes per week /4 days per week = 63.75 minutes (rounded up to the nearest 5 minute increment = 65)
- Look at the *Summer Classroom Schedule* to choose a time slot for this course (e.g., 9:30 am – 10:50 am). While the time slot available is 80 minutes, the lecture for this course only needs to meet 65 minutes per class meeting. The days/times listed on the proof are:

MTWR 9:30 – 10:35 (Lecture)
F 9:30 - 10:50 (Discussion section)

2. Upper-division, 4-unit course in a 6-week format meeting 4 days per week

- MCA lists this course with a primary of 30 hours; this is equivalent to a TOTAL of 1500 minutes of contact time.
- $1500 \text{ minutes}/6 \text{ weeks} = 250 \text{ minutes}$
- $250 \text{ minutes}/4 \text{ days per week} = 62.5$ (rounded up to the nearest 5 minute increment = 65 minutes).
- Look at the *Summer Classroom Schedule* to choose a time slot for this course (e.g., 2:00 pm -3:20 pm). While the time slot available is 80 minutes, this course only needs to meet 65 minutes per class meeting. The days/times listed on the proof are:

MTWR 2:00 pm – 3:05 pm

3. Upper-division, 4-unit course in a 3-week format meeting 5 days per week

- MCA lists this course with a primary of 30 hours; this is equivalent to a TOTAL of 1500 minutes of contact time. (NOTE: The contact time stays the same regardless of session length.)
- $1500 \text{ minutes}/3 \text{ weeks} = 500 \text{ minutes}$
- $500 \text{ minutes}/5 \text{ days per week} = 100 \text{ minutes}$
- Look at the **Summer Classroom Schedule** to choose a time slot for this course There is no single time slot that will accommodate this course, therefore the class must meet during non prime-time hours. The earliest start time in the non prime-time hours begins at 2:00. The days and time for this course will be

MTWRF 2:00 pm – 3:40 pm

Summer Classroom Schedule

| Class Meeting Start Time: | Class Meeting Ends No Later Than: |
|----------------------------------|--|
| 8:00 AM | 9:20 AM |
| 9:30 AM | 10:50 AM |
| 11:00 AM | 12:20 PM |
| 12:30 AM | 1:50 PM |
| 2:00 PM | 3:20 PM |
| 3:30 PM | 4:50 PM |
| 5:30 PM | 6:50 PM |
| 7:00 PM | 8:20 PM |
| 8:30 PM | 9:50 PM |

**“Prime-Time” Hours
(in the gray)**



Non “Prime-Time” Hours
(These hours may be used for courses that need to straddle two or more time slots, e.g., 3-week courses.)

