

Class times: 14 week Schedule

Day Time Sections

Traditional Sections:

Monday (M), Wednesday (W), & Friday (F)			
3 credit		4 credit	
Start Time	End Time	Start Time	End Time
8:20	9:15	8:00	9:15
9:25	10:20	9:25	10:40
10:50	11:45	10:50	12:05
12:15	1:10	12:15	1:30
1:40	2:35	1:40	2:55

Tuesday (T) & Thursday (R)			
3 credit		4 credit	
Start Time	End Time	Start Time	End Time
8:25	9:50	8:00	9:50
10:00	11:25	10:00	11:50
12:00	1:25	12:00	1:50
2:00	3:25	2:00	3:50

MF			
3 credit		4 credit	
Start Time	End Time	Start Time	End Time
1:40	3:05	1:40	3:30

Studio and Practicum Sections:

MW or WF	
Start Time	End Time
8:00	9:50

Note that all 4 credit slots on MF & TR meet for 110 minutes, so studio and practicum courses can be scheduled in these regular time slots.

Teaching Labs:

MWF	
Start Time	End Time
8:00	9:50
10:50	12:50

Labs occur:

T or Th: 8:50-11:50 or 12:50-3:50

M or F: 1:40-4:40

Labs, teaching labs, practicums, and studios provide opportunities for students to learn procedural skills in a setting where they can observe, practice, explore, solve problems (whether scientific or artistic), and gain mastery through hands-on use of disciplinary tools and techniques. Labs, practicums, and studios come closer than conventional classroom teaching to replicating a traditional apprenticeship model of learning, in which the instructor models expert practice (through demonstrations), coaches as students practice, and gradually fades his/her own participation to allow students greater and greater independence.

Film Screening and Similar Courses or 3-credit one day a week seminars occur:

T or Th: 8:50-11:35 or 12:50-3:25

M or F: 1:40-4:25

Note that all 4-credit MF & TR slots meet for 110 minutes, so shorter film screening and similar courses can schedule in these regular time slots.

Night Classes:

Traditional Sections:

Monday & Wednesday or Tuesday & Thursday			
3 credit		4 credit	
Start Time	End Time	Start Time	End Time
6:30	7:55	6:30	8:20

Film Screening and Similar Courses:

MW or TTh: 6:30-9:15

Note that Studio, Practicum, and Film Screening sections can use the 4-credit time slot.

3-credit one day a week seminars occur:

M, T, W or Th: 6:30-9:15

4-credit one day a week seminars occur:

M, T, W or Th: 6:30-10:05

Total Course Times:

Minutes per Semester			
	Meetings per week		
	1	2	3
3 credit	2310	2380	2310
4 credit	3010	3080	3150
Studio	N/A	3360	N/A
Lab	2520	N/A	N/A
Teaching Lab	N/A	N/A	5040

Scheduling Guidelines and Policies

To reduce course conflicts, please, schedule afternoon labs, private lessons, workshops, and one-day a week seminars in pairs (eg. Same time on MF or TR).

Labs, teaching labs, practicums, and studios provide opportunities for students to learn procedural skills in a setting where they can observe, practice, explore, solve problems (whether scientific or artistic), and gain mastery through hands-on use of disciplinary tools and techniques. Labs, practicums, and studios come closer than conventional classroom teaching to replicating a traditional apprenticeship model of learning, in which the instructor models expert practice (through demonstrations), coaches as students practice, and gradually fades his/her own participation to allow students greater and greater independence. Only courses recognized by Curriculum Committee or the Goucher Catalog as a lab, teaching lab, practicum, or studio may be scheduled in their respective time slots.

The academic calendar includes a block of time called "Common Hour," which takes place on Wednesdays from 3:00-4:30pm, during which no courses will be scheduled. The chair of the

faculty may call a faculty meeting during the Common Hour, preferably on dates without a Common Hour event.

Distribution of Courses Policies:

Early Time-Slot Distribution Policy:

All centers offering 10 or more course sections in a given semester must offer at least 10% of their offerings in the earliest time slot of the day in that semester.

Weekly Course Distribution Policy:

All centers are expected to equitably distribute courses across the week by scheduling at least 10% of their courses each day.

Course Distribution Policy:

No center may schedule more than 67% of its course sections during prime time.

Prime time Courses:

Courses with the following start times are considered prime time courses:
10:00am, 10:50am, 12:00pm, 12:15pm, 12:50pm, and 1:40pm

Labs, fieldwork, studios, and private lessons are exempt from this policy and are not included in any of the prime time percentage calculations. For example, suppose a center offers one lecture during prime time and two labs outside of prime time. For the purpose of this policy, the department is offering 100% of their course offerings during prime time because the labs are not included in the calculation.

Course grids in non-compliance with the Distribution of Courses policies or with courses scheduled outside of regular class times will be sent back to the academic center director to be rescheduled, unless an exception is granted via the appeal process (See the appeal process below). Current permanent schedule exemptions will be reviewed and may be subject to the Distribution of Courses Policies.

APPEAL PROCESS:

Course grids in non-compliance with the Distribution of Courses policies or classes not adhering to standard class time periods must go through an appeal process. You may list your courses with non-standard time periods or course grids in non-compliance in your first round of changes due to the Registrar's office. Include an appeal with the information below. The Registrar will consult with the Provost if this is a temporary exemption. Permanent exemption recommendations will be made by APC to the provost and registrar. You will be notified as soon as possible if your appeal has been granted. Please be aware that a course will not be assigned to a classroom while an appeal is pending. Your non-standard time period appeal

should include:

- A. Course number (ex. CBL 115.001)
- B. Course proposed meeting time
- C. Justification based upon pedagogical reasons, evidence of distribution of your other courses throughout the other time periods, and additional justifications.
- D. Whether you are seeking a permanent exemption for this course or a temporary, one semester exemption.

Your non-compliance course grid appeal should include:

- A. Current distribution of courses in 3-credit prime time, 4-credit prime time, throughout the week, and early time slots.
- B. Justification for non-compliance and evidence of distribution of your other courses throughout other time periods and the week.