

Heidelberg University Schedule Utilization and Schedule Blocks (revised 3/2017)

	Monday	Tuesday	Wednesday	Thursday	Friday	
8am	8:00-8:50	8:00-9:15	8:00-8:50	8:00-9:15	8:00-8:50	8am
8:30	A	J	A	J	A	8:30
9am	9:00-9:50		9:00-9:50		9:00-9:50	9am
9:30	B	9:30-10:45	B	9:30-10:45	B	9:30
10am	10:00-10:50	K	10:00-10:50	K	10:00-10:50	10am
10:30	C		C		C	10:30
11am	11:00-11:50	L	11:00-11:50	L	11:00-11:50	11am
11:30	D	Common Hour	D	Common Hour	D	11:30
12pm	12:00-12:50	Meetings/Lunch	12:00-12:50	Meetings/Lunch	12:00-12:50	12pm
12:30	E	12:30-1:45	E	12:30-1:45	E	12:30
1pm	1:00-1:50	M	1:00-1:50	M	1:00-1:50	1pm
1:30	F		F		F	1:30
2pm	2:00-2:50	2:00-3:15	2:00-2:50	2:00-3:15	2:00-2:50	2pm
2:30	G	N	G	N	G	2:30
3pm	3:00-3:50		3:00-3:50		3:00-3:50	3pm
3:30	H	3:15-6:00 Music/Athletic	H	3:15-6:00 Music/Athletic	H	3:30
4pm	3:50-6:00 Music/Athletic		3:50-6:00 Music/Athletic		3:50-6:00 Free	4pm
4:30						4:30
5pm						5pm
5:30						5:30
6pm	3 credits = 150 minutes	3 credits = 150 minutes	Student Mtgs	3 credits = 150 minutes		6pm
6:30	I-1	I-2	L	I-3		6:30
7pm						7pm
7:30						7:30
8pm						8pm
8:30	Free	Free	Free	Free		8:30

Lecture Schedule

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	Mon Lab A	Mon Lab B	Tues Lab A	Tues Lab B		Wednesday	Thurs Lab A	Thurs Lab B	Thurs Lab C	Thurs Lab D	Friday	
8am			8:00 – 10:50				8:00 – 10:50					8am
8:30			LD				LJ					8:30
9am				9:00-10:50				9:00-10:50				9am
9:30				LF				LM				9:30
10am												10am
10:30												10:30
11am			L	L			L	L				11am
11:30			Common Hour	Common Hour			Common Hour	Common Hour				11:30
12pm			Meetings/Lunch	Meetings/Lunch			Meetings/Lunch	Meetings/Lunch				12pm
12:30												12:30
1pm	1:00-2:50		1:00 -3:50		1:00-2:50		1:00 -3:50		1:00-2:50	1:00-4:50		1pm
1:30	LA		LE		LH		LK		LO	LQ		1:30
2pm		2:00-4:50		2:00-4:50				2:00-4:50				2pm
2:30		LC		LG				LN				2:30
3pm	3:00-4:50				3:00-4:50				3:00-4:50			3pm
3:30	LB				LI				LP			3:30
4pm												4pm
4:30												4:30
5pm												5pm
5:30												5:30
6pm												6pm
6:30												6:30
7pm												7pm
7:30												7:30
8pm												8pm
8:30												8:30

Laboratory Schedule Policies for the Uses of the Lab Schedule

Basic principle which requires further discussion:

- A. When multiple courses share the same students, coordinate courses in a way that uses as few time blocks as possible.

Specifically:

1. A Lab meeting on one day should take advantage of the adjacent schedule block for the second lab, i.e. Bio123L Block LF and CHM 111L Block LD.

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Policies for the Uses of the Schedule

Basic principles:

- A. The course blocks are designed for courses that meet three times a week for 50 minutes and for courses that meet twice a week for 75 minutes.
- B. Courses use one standard time block and stay within the stated beginning and ending times, unless an exception has been granted by the Dean and VPAA/Provost based on an articulated rationale.
- C. Course Time Blocks – Faculty teaching courses over blocks of time have the freedom to structure breaks to best meet their classroom objectives. Scheduling guidelines will now include one of the following formulas to determine the hours posted on the schedule.
 - 2 hours in the classroom will include a 10 minute break
 - 3 hours in the classroom will include a 10 minute break
 - 4 hours in the classroom will include a 20 minute break
- D. Courses must follow the credit hour policy as stated in the UG/GR Academic Catalogs.
- E. Exceptions to the *Uses of the Schedule* must be approved in writing by the Dean and VPAA/Provost.
- F. Departments/Divisions will coordinate course offerings to minimize conflicts and make best use of University resources. Deans may ask departments to shift some courses with these goals in mind.
- G. Once Deans approve the schedule, final approval and requested changes will go through the AALT membership via a formal submission.

Specifically:

1. Departments should seek a 50/50 distribution of classes among three-times-a-week and two-times-a-week option, but in no case should the distribution be skewed beyond a 30/70 split in either direction.
2. Departments must schedule 5% of their classes at 8:00 am over the course of four semesters.
3. Block L cannot be used, common hour.
4. Block H is utilized when three, 8 am- 2pm, sections exist for the course.
5. Every department should be teaching on every day of the week unless an exception has been granted by the Dean and VPAA/Provost based on an articulated rationale.
6. Schedule blocks A-G, J-M should all have at least one 100-level course. Preferably one from each division. Deans will be responsible to review the division's submissions.
7. HNR 111 and AMI Hei should not be in Blocks B, C, D, F.
8. Block I-1, I-2, I-3 is for a single course meeting one night a week.
9. Use of *To Be Announced* (TBA) should be avoided.

Policies for expected deviations from the standard schedule:

- A. Courses meeting off campus, such as student observations, should be scheduled so that students can meet both on-campus and off-campus obligations without undue hardship. This means that the regular schedule must be taken into account as much as possible, and the rationale for the exception should mention the anticipated logistics involved for students.
- B. Prearranged agreements:

Specifically:

1. Science lecture anchor courses follow, fall:
 - a. Block E CHM 111, 201
 - b. Block B PHY 101
 - c. Block C MTH 222
 - d. Block D BIO 123, 223
2. Science lecture anchor courses follow, spring:
 - a. Block E CHM 112, 202
 - b. Block B PHY 102
 - c. Block C MTH 223
 - d. Block D BIO 124, 224

Notes:

750 minutes = 1 cr. lecture hour
1500 minutes = 2 cr. lecture hours
2250 minutes = 3 cr. lecture hours
3000 minutes = 4 cr. lecture hours

100 minutes = 1 cr. Lab hour
200 minutes = 2 cr. Lab hours

180 minutes = 1 cr. Ensemble hour
270 minutes = 1 cr. Lesson (30 contact, 240 individual)