

SUMMER SCHEDULING GRIDS

SHORT SESSIONS

EARLY SHORT • LATE SHORT • SUMMER FRESHMAN

Unit of Credit Definition

The Georgia Institute of Technology adheres to the Unit of Credit definition as published in the Institute Catalog, section II.D, detailed as follows.

The current Academic Calendar is semester-based, consisting of 15 weeks of instruction in a standard Fall/Spring semester where one contact hour is equal to 50 minutes of instruction. The amount of class attendance is 750 minutes for each scheduled credit hour in a standard semester.

One unit of credit represents how much time a typical student is expected to devote to learning in a typical week of study. Each unit of credit is representative of in-seat effort and out-of-seat effort. One credit awarded yields a total of 3 contact hours of effort on the student's behalf. The breakdown of effort from in-seat effort (scheduled time) vs. out-of-seat effort (non-scheduled time) differs by course structure and schedule type.

For scheduled time, one 15-minute instructional break per 75 minutes of continuous instruction will be included for courses meeting in durations of greater than 75 continuous minutes.

This policy is consistent with specifications in the University System of Georgia Academic and Student Affairs Handbook, Section 2.1 Semester System, Uniform Academic Calendar, Cancellation of Classes and Religious Holidays. The policy is also consistent with the Southern Association of Colleges and Schools policy statement on credit hours.

The amount of time that students should expect to spend in-seat (scheduled time) and out-of-seat (nonscheduled time) should be commensurate with catalog structure of the course as approved by the Institute Undergraduate Curriculum Committee and/or the Institute Graduate Curriculum Committee. The appropriate committee must approve exceptions to this policy.

At Georgia Tech, courses have historically been classified as 'lecture' with a 1:1 ratio and/or 'laboratory' with a 3:1 ratio. These labels have become increasingly inconsistent with the creation of new scheduling types as faculty introduce new pedagogies in the classroom. The list below offers flexibility in how the Institution refers to the in-seat/out-of-seat efforts for existing and new scheduling types.

Effort 1 (Lecture)

Lecture based courses yield a 1:1 ratio of in-seat effort to credit hours. This means that for every 1 credit hour of lecture, there is 1 scheduled contact hour and an expectation for 2 contact hours of nonscheduled effort.

Effort 2 (Studio)

Studio based courses yield a 2:1 ratio of in-seat effort to credit hours. This means that for every 1 credit hour of studio, there are 2 scheduled contact hours and an expectation for 1 contact hour of nonscheduled effort.

Effort 3 (Laboratory)

Laboratory based courses yield a 3:1 ratio of effort to credit hours. There are three types in Banner; Supervised, Unsupervised, and Mixed.

Supervised Laboratory means that for every 1 credit hour of supervised laboratory, there are 3 scheduled contact hours and an expectation for no non-scheduled effort besides the completion of a post-laboratory report.

Unsupervised Laboratory means that for every 1 credit hour of unsupervised laboratory, there are 3 non-scheduled contact hours and an expectation for no scheduled effort.

Mixed Laboratory means that for laboratories worth 2 credits or more in even increments (ie: 2, 4, 6, credit hours, etc.), that half of the total credit hours are treated as supervised labs and half are treated as unsupervised labs. Breakdown in whole credits only.

Course Structures

Different courses may incorporate a variety of different instructional methods. This may make it seem difficult to identify the appropriate Effort Level/Main Schedule Type. The main difference between the Effort Levels/Main Schedule Types is the ratio of scheduled effort (in-seat) to non-scheduled effort (out-of-seat). For example, some traditional lecture courses may incorporate hands on experiential learning, but if the scheduled effort (in-seat) is consistent with a 1:1 ratio of scheduled effort to credit hours, the Lecture type is still most appropriate. While the Studio and Laboratory designations offer more scheduled effort, these types are approved with the expectation that the overall workload of the course is balanced and will yield less non-scheduled effort to account for the additional scheduled time.

When considering which is appropriate for a New Course Proposal (NCP) or change to an existing course structure, it is important to note the breakdown of effort required of the course's pedagogical needs and align the request with a structure that is most representative of how the course is scheduled for best learning outcomes.

To describe courses, we use a four digit structure that looks like X-X-X-X. In this format, the first digit represents the contact hours of lecture. The second digit represents the contact hours of studio. The third digit represents the contact hours of laboratory. The final digit represents the credit hour value.

BASIC COURSE STRUCTURES

	Lecture <i>Consistent with Effort 1</i>	Studio <i>Consistent with Effort 2</i>	Laboratory <i>Consistent with Effort 3</i>
1-credit	1-0-0-1	0-2-0-1	0-0-3-1
2-credit	2-0-0-2	0-4-0-2	0-0-6-2
3-credit	3-0-0-3	0-6-0-3	0-0-9-3
4-credit	4-0-0-4	0-8-0-4	0-0-12-4
5-credit	-	0-10-0-5	-
6-credit	-	0-12-0-6	-

To create mixed structure courses, you simply add two or more basic course structures together using simple addition. Examples are illustrated below.

Lecture/Studio	Lecture/Laboratory	Studio/Laboratory	Lecture/Studio/Lab
lecture 2-0-0-2	lecture 1-0-0-1	studio 0-2-0-1	lecture 1-0-0-1
studio + 0-2-0-1	laboratory + 0-0-6-2	laboratory + 0-0-3-1	studio 0-2-0-1
mixed 2-2-0-3	mixed 1-0-6-3	mixed 0-2-3-2	laboratory + 0-0-3-1
			mixed 1-2-3-3

Courses can also be scheduled using division to open up additional meeting pattern options by using parts of smaller values to create a whole. In addition to the specific meeting patterns, here are some common examples of how to add options to create additional choices.

<u>4-credit Lecture</u>	<u>1-credit Laboratory</u>	<u>2-credit Laboratory</u>	<u>3-credit Studio</u>
3-credit lecture + 1-credit lecture	1-credit studio + 1-credit lecture	3-credit lecture + 1-credit lab	3-credit lecture + 3-credit lecture
2-credit lecture + 2-credit lecture	3-credit lecture	3-credit lecture + 3-credit lecture	1-credit studio + 2-credit studio

Note: Lecture courses can only use lecture meeting patterns without requesting an exception, but Studios/Labs can use lecture meeting patterns since they are more efficient for classroom utilization and improve student access to courses. Studios/Laboratories can co-mingle meeting pattern options as long as the scheduled contact time aligns with the catalog approved hours for the course number.

**SUMMER SCHEDULING GRID FOR EARLY SHORT, LATE SHORT, & SUMMER FRESHMAN
4 CREDIT STUDIO MEETING PATTERNS**

TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8:00 AM 0800										
9:00 AM 0900										
10:00 AM 1000										
11:00 AM 1100										
12:00 PM 1200	9:30 - 3:15		9:30 - 3:15		9:30 - 3:15		9:30 - 3:15		9:30 - 3:15	
1:00 PM 1300										
2:00 PM 1400										
3:00 PM 1500		12:30 - 6:15		12:30 - 6:15		12:30 - 6:15		12:30 - 6:15		12:30 - 6:15
4:00 PM 1600										
5:00 PM 1700										
6:00 PM 1800	3:30 - 9:15		3:30 - 9:15		3:30 - 9:15		3:30 - 9:15		3:30 - 9:15	
7:00 PM 1900										
8:00 PM 2000										
9:00 PM 2100										

Approved October 9, 2019 by the Provost's Advisory Committee on Academic Scheduling. Effective Summer 2020.

MTWR or TWRF	4 credit hour studio, meeting 4 days per week - includes 3 instructional breaks	0-8-0-4
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Meeting patterns are inclusive of one 15 minute instructional break for every 75 minutes of continuous instruction in accordance with Georgia Tech's definition for Unit of Credit.

**SUMMER SCHEDULING GRID FOR EARLY SHORT, LATE SHORT, & SUMMER FRESHMAN
5 CREDIT STUDIO MEETING PATTERNS**

TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8:00 AM 0800										
9:00 AM 0900										
10:00 AM 1000										
11:00 AM 1100										
12:00 PM 1200	9:30 - 3:15		9:30 - 3:15		9:30 - 3:15		9:30 - 3:15		9:30 - 3:15	
1:00 PM 1300										
2:00 PM 1400										
3:00 PM 1500		12:30 - 6:15		12:30 - 6:15		12:30 - 6:15		12:30 - 6:15		12:30 - 6:15
4:00 PM 1600										
5:00 PM 1700										
6:00 PM 1800	3:30 - 9:15		3:30 - 9:15		3:30 - 9:15		3:30 - 9:15		3:30 - 9:15	
7:00 PM 1900										
8:00 PM 2000										
9:00 PM 2100										

Approved October 9, 2019 by the Provost's Advisory Committee on Academic Scheduling. Effective Summer 2020.

MTWRF	5 credit hour studio, meeting 5 days per week - includes 3 instructional breaks	0-10-0-5
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Meeting patterns are inclusive of one 15 minute instructional break for every 75 minutes of continuous instruction in accordance with Georgia Tech's definition for Unit of Credit.

**SUMMER SCHEDULING GRID FOR EARLY SHORT, LATE SHORT, & SUMMER FRESHMAN
6 CREDIT STUDIO MEETING PATTERNS**

TIME	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
8:00 AM 0800															
9:00 AM 0900															
10:00 AM 1000															
11:00 AM 1100															
12:00 PM 1200															
1:00 PM 1300															
2:00 PM 1400															
3:00 PM 1500															
4:00 PM 1600															
5:00 PM 1700															
6:00 PM 1800															
7:00 PM 1900															
8:00 PM 2000															
9:00 PM 2100															

Approved October 9, 2019 by the Provost's Advisory Committee on Academic Scheduling. Effective Summer 2020.

Not Applicable	6 credit hour studio, not available for this part of term	0-12-0-6
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Meeting patterns are inclusive of one 15 minute instructional break for every 75 minutes of continuous instruction in accordance with Georgia Tech's definition for Unit of Credit.

**SUMMER SCHEDULING GRID FOR EARLY SHORT, LATE SHORT, & SUMMER FRESHMAN
1 CREDIT LABORATORY MEETING PATTERNS**

TIME	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
8:00 AM 0800															
9:00 AM 0900															
10:00 AM 1000	9:30 - 11:40	9:30 - 12:15	8:00 - 12:15	9:30 - 11:40	9:30 - 12:15	8:00 - 12:15	9:30 - 11:40	9:30 - 12:15	8:00 - 12:15	9:30 - 11:40	9:30 - 12:15	8:00 - 12:15	9:30 - 11:40	9:30 - 12:15	8:00 - 12:15
11:00 AM 1100															
12:00 PM 1200															
1:00 PM 1300	12:30 - 2:40	12:30 - 3:15	12:30 - 4:45	12:30 - 2:40	12:30 - 3:15	12:30 - 4:45	12:30 - 2:40	12:30 - 3:15	12:30 - 4:45	12:30 - 2:40	12:30 - 3:15	12:30 - 4:45	12:30 - 2:40	12:30 - 3:15	12:30 - 4:45
2:00 PM 1400															
3:00 PM 1500															
4:00 PM 1600	3:30 - 5:40	3:30 - 6:15	12:30 - 4:45	3:30 - 5:40	3:30 - 6:15	12:30 - 4:45	3:30 - 5:40	3:30 - 6:15	12:30 - 4:45	3:30 - 5:40	3:30 - 6:15	12:30 - 4:45	3:30 - 5:40	3:30 - 6:15	12:30 - 4:45
5:00 PM 1700															
6:00 PM 1800															
7:00 PM 1900	6:30 - 8:40	6:30 - 9:15	5:00 - 9:15	6:30 - 8:40	6:30 - 9:15	5:00 - 9:15	6:30 - 8:40	6:30 - 9:15	5:00 - 9:15	6:30 - 8:40	6:30 - 9:15	5:00 - 9:15	6:30 - 8:40	6:30 - 9:15	5:00 - 9:15
8:00 PM 2000															
9:00 PM 2100															

Approved October 9, 2019 by the Provost's Advisory Committee on Academic Scheduling, Effective Summer 2020.

MTWR or TWRF	1 credit hour laboratory, meeting 4 days per week - includes 1 instructional break	0-0-3-1
MWF or TRF	1 credit hour laboratory, meeting 3 days per week - includes 1 instructional break	0-0-3-1
MW, WF, or TR	1 credit hour laboratory, meeting 2 days per week - includes 2 instructional breaks	0-0-3-1

Meeting patterns are inclusive of one 15 minute instructional break for every 75 minutes of continuous instruction in accordance with Georgia Tech's definition for Unit of Credit.

**SUMMER SCHEDULING GRID FOR EARLY SHORT, LATE SHORT, & SUMMER FRESHMAN
2 CREDIT LABORATORY MEETING PATTERNS**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM 0800					
9:00 AM 0900					
10:00 AM 1000	8:00 - 12:15	8:00 - 12:15	8:00 - 12:15	8:00 - 12:15	8:00 - 12:15
11:00 AM 1100					
12:00 PM 1200					
1:00 PM 1300					
2:00 PM 1400	12:30 - 4:45	12:30 - 4:45	12:30 - 4:45	12:30 - 4:45	12:30 - 4:45
3:00 PM 1500					
4:00 PM 1600					
5:00 PM 1700					
6:00 PM 1800					
7:00 PM 1900	5:00 - 9:15	5:00 - 9:15	5:00 - 9:15	5:00 - 9:15	5:00 - 9:15
8:00 PM 2000					
9:00 PM 2100					

Approved October 9, 2019 by the Provost's Advisory Committee on Academic Scheduling. Effective Summer 2020.

MTWR or TWRF	2 credit hour laboratory, meeting 4 days per week - includes 2 instructional breaks	0-0-6-2
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Meeting patterns are inclusive of one 15 minute instructional break for every 75 minutes of continuous instruction in accordance with Georgia Tech's definition for Unit of Credit.

**SUMMER SCHEDULING GRID FOR EARLY SHORT, LATE SHORT, & SUMMER FRESHMAN
3 CREDIT LABORATORY MEETING PATTERNS**

TIME	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
8:00 AM 0800															
9:00 AM 0900															
10:00 AM 1000															
11:00 AM 1100															
12:00 PM 1200															
1:00 PM 1300															
2:00 PM 1400															
3:00 PM 1500															
4:00 PM 1600															
5:00 PM 1700															
6:00 PM 1800															
7:00 PM 1900															
8:00 PM 2000															
9:00 PM 2100															

Approved October 9, 2019 by the Provost's Advisory Committee on Academic Scheduling. Effective Summer 2020.

Not Applicable	3 credit hour laboratory, not available for this part of term	0-0-9-3
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Meeting patterns are inclusive of one 15 minute instructional break for every 75 minutes of continuous instruction in accordance with Georgia Tech's definition for Unit of Credit.

**SUMMER SCHEDULING GRID FOR EARLY SHORT, LATE SHORT, & SUMMER FRESHMAN
4 CREDIT LABORATORY MEETING PATTERNS**

TIME	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
8:00 AM 0800															
9:00 AM 0900															
10:00 AM 1000															
11:00 AM 1100															
12:00 PM 1200															
1:00 PM 1300															
2:00 PM 1400															
3:00 PM 1500															
4:00 PM 1600															
5:00 PM 1700															
6:00 PM 1800															
7:00 PM 1900															
8:00 PM 2000															
9:00 PM 2100															

Approved October 9, 2019 by the Provost's Advisory Committee on Academic Scheduling. Effective Summer 2020.

Not Applicable	4 credit hour laboratory, not available for this part of term	0-0-12-4
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Meeting patterns are inclusive of one 15 minute instructional break for every 75 minutes of continuous instruction in accordance with Georgia Tech's definition for Unit of Credit.

**SUMMER SCHEDULING GRID FOR EARLY SHORT, LATE SHORT, & SUMMER FRESHMAN
RECITATION MEETING PATTERNS**

TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8:00 AM 0800										
9:00 AM 0900										
10:00 AM 1000										
11:00 AM 1100										
12:00 PM 1200										
1:00 PM 1300										
2:00 PM 1400										
3:00 PM 1500										
4:00 PM 1600										
5:00 PM 1700	3:30 - 6:15		3:30 - 6:15		3:30 - 6:15		3:30 - 6:15		3:30 - 6:15	
6:00 PM 1800										
7:00 PM 1900	6:30 - 9:15	5:00 - 9:15	6:30 - 9:15	5:00 - 9:15	6:30 - 9:15	5:00 - 9:15	6:30 - 9:15	5:00 - 9:15	6:30 - 9:15	5:00 - 9:15
8:00 PM 2000										
9:00 PM 2100										

Approved October 9, 2019 by the Provost's Advisory Committee on Academic Scheduling, Effective Summer 2020.

M, T, W, R, or F	2hr 45min recitation, meeting 1 day per week - includes 1 instructional break	1-0-0-0
M, T, W, R, or F	4hr 15min recitation, meeting 1 day per week - includes 2 instructional breaks	1-0-0-0

Meeting patterns are inclusive of one 15 minute instructional break for every 75 minutes of continuous instruction in accordance with Georgia Tech's definition for Unit of Credit.

**SUMMER SCHEDULING GRID FOR EARLY SHORT, LATE SHORT, & SUMMER FRESHMAN
COMMON EXAM MEETING PATTERNS**

TIME	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
8:00 AM 0800															
9:00 AM 0900															
10:00 AM 1000															
11:00 AM 1100															
12:00 PM 1200															
1:00 PM 1300															
2:00 PM 1400															
3:00 PM 1500															
4:00 PM 1600															
5:00 PM 1700															
6:00 PM 1800															
7:00 PM 1900															
8:00 PM 2000															
9:00 PM 2100															

Approved October 9, 2019 by the Provost's Advisory Committee on Academic Scheduling. Effective Summer 2020.

Not Applicable	common exam, not available for this part of term	0-0-0-0
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Meeting patterns are inclusive of one 15 minute instructional break for every 75 minutes of continuous instruction in accordance with Georgia Tech's definition for Unit of Credit.