

Things You Should Know for Scheduling Courses, Etc.

ACADEMIC YEAR (AY) COURSES

Early in the fall, a memo is sent out from the Chair calling for **faculty to select the courses** they would like to teach for the **following Academic Year** – which means for the following fall and spring.

1. You will give your two choices to your field chair for his/her input and approval.
 - Certain courses need to be taught during specific terms, assuring that a variety of topics being covered.
 - They make sure you choose a graduate course and 3 undergrad courses for the AY.
 - They check that the same faculty do not teach the large Introduction courses all the time.
 - You must schedule your teaching times and days with your field chair. Please be flexible – field chairs must take many factors into consideration to create a schedule that provides for maximum student access and avoids key course conflicts.
2. The field chair sends his/her field course offering list for fall and spring to the department chair for approval.
3. I email faculty a “course detail information form” for fall and spring. After consultation with your field chair – fill them out and email them to your field chair. I get the details I need from your field chairs so I can enter the data into ISIS (our timetable data base for the university).
 - Some questions asked on this form, i.e.: Course numbers, titles, enrollment caps, days/times to teach, room characteristics needed, how many credits, and whether you want to request to teach an honors section.
4. The day/time schedules for Political Science for fall term are given to Liane Kosaki (undergrad) and Barry Burden (graduate). They can see the complete picture of the courses being offered and whether they conflict.

COURSE SCHEDULING QUESTIONS – see Marilyn and/or your field chair. The UW uses the term **TIMETABLE**. This covers:

- Anything about the courses you will be teaching
- Questions about times and days you want to teach
- What are your choices for seating and technical equipment
- Requesting discussion sections to be taught by TA’s
- Teaching a seminar (usually around 20-30)
- Teaching a lecture for 40 or 50 students and getting a grader?
- Requesting to teach 100 students as a lecture and be assigned a TA who does not teach, but assists you (that would be a non section TA)
- Enrollment sizes
- Teaching a course for honors credit
- Teaching an honors section
- Requiring students to ask you for consent to enroll in your course

GRADUATE COLLOQUIUMS/WORKSHOPS

When making your scheduling request, avoid the times that the major workshop in your field meets.

This year the workshop times are:

- 987 Comparative Politics Colloquium Wednesday from 1:30-2:45
- 988 International Relations Colloquium Tuesday from 12:30-1:45
- 989 American Politics Workshop Monday from 12:00-1:15
- 900 (986) Political Philosophy Colloquium Friday from 12:00-1:15

Also, please do not schedule classes during the department meetings on Wednesday from 12:00-1:15.

NON-SECTION TA

The minimum enrollment for this lecture is 100 students. There are no sections. The course is offered for 3 credits. Some of the responsibilities of a non-section TA: The TA does some grading; can be expected to give a lecture at some point; does not teach a discussion section; has office hours; may be the first contact point for the student instead of the instructor; is responsible for learning how to navigate learn@us, which has the course readings and provides a “drop box” for students papers; and is usually given specific duties spelled out by the instructor such as keeping attendance, course reading preparation, arranging for exam and review classrooms, and conducting review sessions.

SECTION TA

Each discussion section TA teaches four discussion sections of 18 students each for a total of 72 students (Two TA’s would be 8 sections of 18 each for an enrollment limit of 144). Please note: Marilyn must have all TA and non-section TA requests for the academic year (fall & spring) in to Liane early October for them to be considered for inclusion in the TA proposed budget.

HONORS SECTIONS

If you plan to teach a course or a discussion section for Honors credit, you must indicate this on your fall and spring course detail information forms so that it can be included in the proposed Honors budget (due early fall).

GRADER

Courses with enrollment over 40 can be considered for a grader if you indicate you would like one and funds are available. At the Chair’s discretion, courses with enrollment under 40 may receive a grader if the grading responsibility of the class is heavy and funds are available. The grader will help with the grading (up to 75% of the course grading). They do not instruct and they do not have office hours. A course receiving a grader will be a 3-credit course being taught two or three times a week for a total of 150 minutes.

CONSENT OF THE INSTRUCTOR

This means that you choose to restrict enrollment for your class by requiring all who want to enroll to contact you for your consent (permission) to enroll. Then you will need to let the front desk person know that the student should be authorized so that they can actually enroll in your course. Consent is not recommended on courses larger than 25 students.

ROOMS

Requesting Room Characteristics: Remember that the more specific room characteristics you request restricts the number of rooms that will be available to you. There are relatively few rooms on campus with seminar seating. Requesting a seminar room usually limits your room selection substantially. Also, the small rooms for 20 or so may not have good technical equipment. Keep in mind that if you request to teach your course/s during the peak prime times, i.e.: 9:55, 11:00, 12:05, 1:20 and 2:25 that the “good” rooms will be in high demand.

Room 211 may not be reserved for any classes. Make-up exams and McBurney exams should not be scheduled in 211. A special event classroom should be requested at the front desk (Beth during vacant position).

The Ogg Room (422) may only be used for graduate classrooms. If you choose to teach in Ogg, be advised that it is Political Science policy that if the room is needed for prelims, candidate job talks, etc., you will have to meet in another classroom – request this temporary room at the front desk (Beth during vacant position).

SPECIAL EVENT CLASSROOMS

If you need a classroom for a special event such as a movie, review session, McBurney exam or lecture exam, email the front desk person (Beth during vacant position) with the following information: Course, section, time and date, number of seats, the equipment you need in the room and the reason for needing the room. Or come in the office and fill out a form. This room assignment may take 3-4 days so make your requests as soon as you know you need the room.

If you just need resources such as a VCR, TV, DVD player, etc. for a movie or presentation, call Learning Support at 2-1678 and reserve this equipment from them (259 Van Hise).

STUDENTS WHO WANT TO SWITCH SECTIONS

Managing section changes is the responsibility of the TA. This will be processed by the Registrar’s Office.

Credits and Meeting Hours

4 credits = lecture with discussion sections (undergrad) -

2½ hours of lecture meeting time - 150 minutes (either two 75 minutes per week or three 50 minutes per week) and one 50 minute discussion section

OR

3 credits = lecture with discussion sections (undergrad) -

An instructor could teach a course in a 3-credit an hour format, with the course meeting 100 minutes for lecture (two meetings of 50 minutes each/week) and a 50 minute discussion section. This configuration cannot be used on large introductory courses (103, 104, 106 or 209) with enrollments of 288 or more.

Standard Class Meeting Times for Fall and Spring Terms

50 Min MW, MF, MWF, TR, WF	75 Min TR, T, R	75 Min M, W, F, MW, MF, WF	75 -115 Min One Day a Week	120-150 Min One Day a Week
7:45 - 8:35	8:00 - 9:15	8:00 - 9:15	7:45 - 9:40	Between 7:45 AM - 10:45 AM After 2:25 PM - Evenings
8:50 - 9:40	9:30 - 10:45	2:30 - 3:45	1:20 - 3:15	
9:55 - 10:45	11:00 - 12:15	4:00 - 5:15	3:30 - 5:25	
11:00 - 11:50	1:00 - 2:15	Evenings	Evenings	
12:05 - 12:55	2:30 - 3:45			
1:20 - 2:10	4:00 - 5:15			
2:25 - 3:15	Evenings			
3:30 - 4:20				
4:35 - 5:25				

3 credit undergrad **695** seminars are scheduled for 2 or 2 1/2 hours usually one day a week
 Grad seminars – 3 credits – is taught for 2 - 2½ hours usually one day a week in the afternoon/evening.

401 must be taught at least 2 days a week

4 credit undergrad w/sections need 150 minutes/week lecture + 50 min/week discussion

3 credit undergrad w/sections need 100 minutes/week lecture + 50 min/week discussion

3 credit undergrad without sections need 150/minutes/week lecture

-- **Additional restriction for 75 minute undergraduate lectures:** classes scheduled on MW, MF, WF, or M, W, F at 9:30-10:45, 11:00-12:15, or 1:00-2:15 **must receive Dean's recommendation and Provost's approval to be taught.**

Note: If approved, these sections and any 75 minute sections not starting at the specified begin times are considered non-standard and will receive a lower priority in the room assignment process.

Distribution of Class Hours

Departments are expected to schedule an equal share of early morning and late afternoon classes throughout the day. To achieve this 1/7th, or approximately 14% of a department's classes should be scheduled at each of the six prime time hours: 8:50, 9:55, 11:00, 12:05, 1:20, and 2:25. The remaining 1/7th should be scheduled using a combination of the 7:45, 3:30, and 4:35 class hours. **Departments in excess of the distribution of class hours guidelines will receive a lower assignment priority.**