

INSTRUCTOR INFORMATION

Full Name _____

E-Mail _____

SUMMER SESSION INFORMATION

Please see www.umbc.edu/summer for specific session dates.

SCHEDULING

Important Scheduling Note: For every credit, a non-lab course is required to meet for 12.5 contact hours (a total of 37.5 hours for a standard 3 credit course). Class time missed due to university holidays are to be made up. Instructor is responsible for determining make-up schedule.

Summer Standard Meeting Patterns (circle course schedule):

3 Cr. Courses	4 wks / 3 crs	6 wks / 3 crs	8 wks / 3 crs	12 wks / 3 crs (Circle 1 day week)
Morning	MWF 9-12:10 pm TTHF 9-12:10 pm	MW 9-12:10 pm TTH 9-12:10 pm	MW 9-11:20 am TTH 9-11:20 am	M T W TH F S Su 9-12:10 pm
Afternoon	MWF 1-4:10 pm TTHF 1-4:10 pm	MW 1-4:10 pm TTH 1-4:10 pm	MW 1-3:20 pm TTH 1-3:20 pm	M T W TH F S Su 1-4:10 pm
Evening	MWTH 6-9:10 pm TWTW 6-9:10 pm	MW 6-9:10 pm TTH 6-9:10 pm	MW 6-8:20 pm TTH 6-8:20 pm	M T W TH F S Su 6-9:10 pm

4 Cr. Courses	4 wks / 4 crs	6 wks / 4 crs	8 wks / 4 crs	12 wks / 4 crs (Circle 1 day week)
Morning	MTWF 9-12:10 pm TWTWF 9-12:10 pm	MWF 9-11:50 pm TTHF 9-11:50 pm	MW 9-12:10 am TTH 9-12:10 am	M W 9-11:05 am T TH 9-11:05 am
Afternoon	MTWF 1-4:10 pm TWTWF 1-4:10 pm	MWF 1-3:50 pm TTHF 1-3:50 pm	MW 1-4:10 pm TTH 1-4:10 pm	M W 1-3:05 pm T TH 1-3:05 pm
Evening	MTWTH 6-9:10 pm	MWTH 6-8:50 pm TWTW 6-8:50 pm	MW 6-9:10 pm TTH 6-9:10 pm	M W 6-8:05 pm T TH 6-8:05 pm

Alternative Schedule: Start Time: _____ End Time: _____ Days of the Week: _____

Please indicate any supplemental information regarding the course below:

Instructors are responsible for contacting the following departments for these services:

Language Lab Usage: MULTIMEDIA CENTER – Joan Costello jcostello@umbc.edu
Audio/Visual Support: AV Services – www.umbc.edu/avservices
Computer Accounts/Labs: Division of Information Technology (DoIT) – www.umbc.edu/doit

This form is available online at www.umbc.edu/ssfaculty (select Course Proposal Process)