

ACADEMIC WORKING PAPER 3: The Academic Schedule

We need a schedule that would permit us the greatest flexibility in finding appropriate times for courses, seminars, studios, laboratories, and other meetings.

The first requirement is that varying periods be available. We should be able to offer periods of 60, 75, 90, 120, 150, and 180 minutes. In order to make the best possible use of space, we should provide a modular arrangement, in which the several lengths are, so far as possible, fitted together.

A convenient module is 180 minutes. Four such modules can be accommodated in the academic day. For example, the following:

Module I:	8:30 to 11:30
Module II:	11:45 to 2:45
Module III:	3:00 to 6:00
Module IV:	6:30 to 9:30

Modules can be divided into the following sub-modules:

Sub-module	a: 0-60	For example:	a: 11:45-12:45
	b: 0-75		b: 11:45-1:00
	c: 0-90		c: 11:45-1:15
	d: 0-120		d: 11:45-1:45
	e: 0-150		e: 11:45-2:15
	f: 0-180		f: 11:45-2:45
	g: 105-180		g: 1:30-2:45
	h: 120-180		h: 1:45-2:45

If we designate the days of the academic week by letters (M, T, W, R, F), each class period can be unambiguously designated. For example,

“Fine Arts I (15): II-d-MR” would be section 15 of Fine Arts I, meeting 11:45-1:45 Monday and Thursday of each week.

A few simple rules are needed:

- (1) Within a module, for a given student or classroom, all combinations except ag, ah, bg, bh, cg, and ch are prohibited.
- (2) Classes meeting twice a week must meet MR or TF where possible.
- (3) Classes meeting three times a week must meet MWR or TWR where possible.
- (4) Classes meeting four times a week must meet abde.
- (5) No class may be scheduled fewer times than once a week, or oftener than four times a week.

(6) All meetings of a given class must begin at the same time, or end at the same time.

(7) No student will be required to attend classes in both module I and module IV in the same day. No faculty member will be required to give classes in both I and III, II and IV, or I and IV on the same day.

(8) Instructors will meet with regular classes from 2 to 4 hours a week; with seminars from 1 1/2 to 4 hours.

(9) Lecture series will meet once or twice a week; they will be scheduled for 75 minutes (i.e. in sub-module b or g) on the understanding that the last 30 minutes are reserved for questions or discussions.

(10) Instructors supervising independent study or a student seminar will schedule 3 hours a week; each independent student should include one of the three hours in his schedule, in order to be able to confer with his instructor should the need arise.

(11) Student seminars will schedule from 2 to 4 hours of meeting each week: these meetings should not conflict with the class schedule of the supervising instructor.

(12) Preceptors will schedule 3 hours a week for preceptorial students. Each preceptorial student should include one of these hours in his schedule, in order to be able to confer with his preceptor should the need arise.

(13) Preceptorial and independent hours should be scheduled ace, bcd, abd, or bde, and they should use sub-module H.

Each full-time student's schedule card will include, then, the following:

1. One, two or three classroom courses, with times of meeting
2. The name of his preceptor (or code designation) and conference periods
3. a lecture series – optional
4. One, two, or three non-class enrollments (the total of class and non-class enrollments being, in fall or spring, three; in winter or summer, two), with names (or code designations) of instructors and conference periods.

(14) All classes, studios, and laboratories must lie entirely within a module unless it is necessary for them to exceed 180 minutes.

NOTE: The simple consideration of space makes the a, b, c system preferable. But there are other reasons:

1. The use of letters makes it possible for anyone who knows the system to spot conflicts almost instantly. There should be a considerable saving in time.
2. The use of letters makes the schedule comprehensible no matter how the modules are located. If it should ever be necessary to change the time of a module, the habit of thinking a, b, c first, then looking for its time of meeting would be helpful to everyone.
3. There is a considerable gain in convenience (and I think probably in accuracy) in oral communication. It is simply easier to say, "let's meet Wednesday at III-c" than to say, "let's meet Wednesday from 3:00 to 4:30 PM." And when one is referring to, say, 11:45 to 1:15, and changing the meeting to, say, 6:30 to 8:00 PM, the gain in being able to refer, respectively, to II-c and IV-c is obvious.

Office of Academic Affairs, [Wes Tilley,] November 1970

[Transcribed using Dictate Dragon by Dick Colby, 4 Dec 2015]

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