

## COURSE SCHEDULING GUIDELINES

All non-studio courses must start at designated class start times. Courses periods are 75 minutes, with a 15-minute transition period between courses. The 15-minute time between courses can be used for informal conversation but cannot be part of official course time. Consecutive period courses should make time for a break during the course and adhere to the 15-minute transition time.

GSD Course Periods:

- 9-10:15
- 10:30-11:45
- 12-1:15
- 1:30-2:45
- 3-4:15
- 4:30-5:45

*Lectures:* Typically held as two course periods scheduled on separate days. Required lectures should ideally not meet on consecutive days. Consecutive course periods may be approved for lectures that incorporate more interaction and discussion. These exceptions should be rare, as having courses cutting across multiple course periods limits student choice and causes room conflicts.

*Discussion-and Project-based Seminars:* Scheduled as two course periods. May be scheduled over multiple days or as consecutive periods.

Additional Information regarding scheduling:

- Any exceptions to the above must be approved by the appropriate Chair or Advanced Studies Program Director, in consultation with the Dean.
- Required course and core studio schedules are finalized in consultation with Chairs, Program Directors, associated faculty, and academic administration.
- Order of priority for scheduling is studios and other required courses, courses meeting distribution requirements, electives.
- Effort will be made to all accommodate requests while keeping in mind space limitations and potential course conflicts for the various degree programs.
- Contact [ataberner@gsd.harvard.edu](mailto:ataberner@gsd.harvard.edu) with questions.

## **OPTION STUDIO SCHEDULES**

A studio instructor is responsible for eight instruction hours a week for the length of the semester. Option Studios are scheduled two set weekdays from 2-6pm. Option studios are not scheduled on Mondays to keep one afternoon free for electives and thesis. Local instructors meet in person two days a week, typically on non-consecutive days. Instructors from out of town often offer their studio on consecutive days to account for travel and, with approval from the Department Chair, may arrange for an irregular in-person instructional schedule.

Option Studio instructors who do not teach in person every week are expected to teach in person at least half of the semester plus the final review. Those who utilize this schedule type should determine how they plan to make up in-person instructional hours on the weeks they are not in residence. The two most typical ways of doing this are as follows (could be a combination of the two):

- When in residence, faculty may meet with students individually, at mutually agreeable times, outside of set studio hours.
- Instruction may take place via ZOOM on remote weeks during official studio hours.

Students are not allowed to miss other classes for studio meetings. All group activities, such as group pin-ups, discussions, etc. must take place during the officially scheduled studio time.

Details regarding the studio schedule—dates when the instructor will be in residence, studio site visits, how an instructor will teach the weeks they are not in residence, etc.—must be approved by the Department Chair and communicated to students prior to the start of the semester. Details should be included in the studio syllabus, which must be posted to the course canvas site two weeks prior to the start of the term. This schedule should not change after the start of the term.

Module Option Studios take place on Thursdays and Fridays from 2-6 PM. Faculty teaching