

Semester / Term: Spring/20182  
Semester Dates: January 5 - May 8, 2018

## Weekly Schedule

F/T Faculty Member's Name: **Jane Teacher**  
Department: **Humanities**  
Department Office Location: **HU001**

Faculty Office: **AB100**  
Faculty Email: [teacherj@palmbeachstate.edu](mailto:teacherj@palmbeachstate.edu)  
Faculty Phone: **561-868-3550**

	Monday	Hrs	Tuesday	Hrs	Wednesday	Hrs	Thursday	Hrs	Friday	Hrs	Saturday	Hrs
6:30 AM												
7:00 AM												
7:30 AM												
8:00 AM												
8:30 AM												
9:00 AM												
9:30 AM	ON CAMPUS		ON CAMPUS									
10:00 AM	9:30 - 10:30	1.00	9:30 - 10:30	1.00								
10:30 AM	LUNCH	0.50	OFFICE HOURS	0.50			OFFICE HOURS	0.50				
11:00 AM	OFFICE HOURS		SLS1501		LUNCH	0.50	SLS1501		ON CAMPUS			
11:30 AM	11:00 - 12:30		11:00 - 12:30		OFFICE HOURS		11:00 - 12:30		11:00 - 1:00			
12:00 PM	AA123	1.50	AA229	1.50	11:30 - 12:30	1.00	AA229	1.50				
12:30 PM	SLS1501		SLS1501		SLS1501		SLS1501			2.00		
1:00 PM	12:30 - 1:45		12:30 - 1:45		12:30 - 1:45		12:30 - 2:00		LUNCH	0.50		
1:30 PM	AA229	1.50	AA229	1.50	AA229	1.50	AA229	1.50	ON CAMPUS			
2:00 PM	SLS1501		OFFICE HOURS		SLS1501		OFFICE HOURS		1:30 - 2:30			
2:30 PM	2:00 - 3:15		LUNCH	0.50	2:00 - 3:15		2:00 - 4:00			1.00		
3:00 PM	AA229	1.50	IND. STUDY		AA229	1.50	AA123					
3:30 PM	OFFICE HOURS		3:00 - 6:00		OFFICE HOURS			2.00				
4:00 PM	3:30 - 5:00		AA123		3:30 - 5:00		LUNCH	0.50				
4:30 PM	AA123	1.50			AA123	1.50	ON CAMPUS					
5:00 PM	SLS1501				SLS1501		4:30 - 6:30					
5:30 PM	5:00 - 6:30				5:00 - 6:30							
6:00 PM	AA229	1.50		3.00	AA229	1.50						
6:30 PM	OFFICE HOURS				OFFICE HOURS			2.00				
7:00 PM	6:30 - 7:00	0.50			6:30 - 7:00	0.50						
7:30 PM												
8:00 PM												
8:30 PM												
9:00 PM												
9:30 PM												
10:00 PM												
10:30 PM												
Daily Total		9.50		8.50		8.00		8.00		3.50		0.00
TOTAL (Minus 1/2 hour lunch)		9.00		8.00		7.50		7.50		3.00		0.00
TOTAL FOR WEEK:										37.50		
TOTAL Contracted Hrs 35 hrs (minus half hour (1/2) lunch):										35.00		

All full-time faculty are contracted for 35.00 hours per week, not including one half-hour lunch. Non-Paid Lunch - 0.50 Hrs.

"Total for week" Field - Should equal 37.50 hours (Fall & Spring)

Travel Time - Two and a half (2.50) Hours (Only permitted if returning to campus in a second trip to teach an evening class [at or after 6pm] "to make load")

Overloads - Overloads should be listed in the days but not counted in the hours as they are "not" part of the 35 hours. (No travel time)