

**Course Unit Scheduling Notes** can be used to bring anything to the attention of SALC timetabling e.g. whether a course is jointly taught or if it should be scheduled at the same time as another course.

### Course Unit Scheduling Requirements

<b>LELA20042</b>	<b>Grammatical Semantics</b>
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A guide to University teaching weeks (for info) Please use this to help determine the weeks you would like activities to run for the 2020-21 academic year

Semester 1	W	2	3	4	5	6	R	8	9	10	11	12	13				
Semester 2	20	21	22	23	24	25	26	27				31	32	33	34		

Key: Green= available teaching weeks. Grey= non-teaching weeks

The course scheduling requirements for LELA20042 is currently recorded as:

Scheduling Pattern	Total Timetabled Activities	Contact hours	Total Hours	Course Unit Scheduling Notes
Student attends 2x1hr lectures and 1x1hr seminar	2x1hr lectures & 3x1hr seminars	3	5	Lectures must be scheduled on consecutive days

The timetabled activity requirements for LELA20042 is currently recorded as:

Activity name	Size	Staff name	Duration	S+ Scheduled Weeks (Please refer to the guide above)	Activity Notes
LELA30042/LEC/LEC/01	60	Bloggs, Joe	01:00	20-27, 31-34	Jointly taught with LELA30042/LEC/LEC/01
LELA30042/LEC/LEC/03	60	Bloggs, Joe	01:00	20-27, 31-34	Jointly taught with LELA30042/LEC/LEC/03
LELA30042/SEM/SEM1/01	20	Bloggs, Joe	01:00	21-27, 31-34	Computer cluster required in weeks 25-27
LELA30042/SEM/SEM2/01	20	GTA	01:00	21-27, 31-34	Computer cluster required in weeks 25-27
LELA30042/SEM/SEM3/01	20	GTA	01:00	21-27, 31-34	Computer cluster required in weeks 25-27

**PODCASTING:** Only activities listed as a 'LEC' will be automatically podcasted with the option to opt out. Podcasting can be scheduled for individual non-lecture activities via <https://www.mypodcasts.manchester.ac.uk/>

Please ensure that track changes remain enabled so that any updated data can be captured. Once the information above reflects the course scheduling requirements, please send electronically to [timetabling.salc@manchester.ac.uk](mailto:timetabling.salc@manchester.ac.uk)

S+ Scheduled weeks please refer to guide to University weeks to determine which weeks you need the activity scheduling.

Each Activity name refers to a single meeting on a course. **N.B. It is much better to underestimate the number of seminars required than overestimate.**

Overestimation can lead to serious implications for students when we come to cancel an activity that is no longer required.

**Activity Notes** refers to the requirements of an individual activity such as requesting specific AV equipment or whether an activity is to take place in a staff office or computer cluster.

The **Size** refers to the intended enrolment of each activity. Please note that jointly taught activities will have both/all activities combined to make a final enrolment number

Staffing information is vital to ensure the timetable works. Late staffing information can result in timetable changes and unfavourable teaching patterns for staff