

Southwest Texas Junior College

Faculty Load Sheet

Name:
Semester:

Division:
Date:

---WEEKLY CLASS SCHEDULE---

COURSE	SECTION	CLASS TIME	LECTURE HOURS	LAB HOURS	TOTAL HOURS
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	POSTED OFFICE HOURS	MINIMUM POSTED OFFICE HOURS
	TIME	HOURS
MONDAY		Contract Office Hours
TUESDAY		Online Contact Hours
WEDNESDAY		Online Office Hours
THURSDAY		Total Activity Hours
FRIDAY		Institutional Directed Office Hour
		Release Time
		Minimum Posted Office Hours <input style="width: 50px; height: 20px;" type="text"/>
TOTAL POSTED OFFICE HOURS	<input style="width: 50px; height: 20px;" type="text"/>	
ONLINE OFFICE HOURS	<input style="width: 50px; height: 20px;" type="text"/>	
TOTAL POSTED/ONLINE OFFICE HOURS	<input style="width: 50px; height: 20px;" type="text"/>	

Please specify up to a maximum of five office hours that are used for:

- Travel
- Club
- Committee
- Student Activity
- Other Activity

TOTAL NON-POSTED OFFICE HOURS

B. TOTAL WEEKLY OFFICE HOURS (POSTED & NON-POSTED)

C. INSTITUTIONAL OFFICE HOUR

D. ADJUSTMENT FOR ONLINE CONTACT HOURS

E. RELEASE CONTACT HOURS

F. TOTAL OF A, B, C, D & E MUST BE CONTRACT LOAD

---EXTRA CLASSES---

COURSES	SECTION	CLASS TIME	LECTURE HOURS	LAB HOURS	TOTAL HOURS
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