

## IV. Planning a Course Syllabus

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### A. HOW TO USE *PUNTOS EN BREVE* ON THE SEMESTER SYSTEM

As a general guideline, it is suggested that colleges and universities on the semester system cover *Puntos en breve* in the following manner:

First Term: **Ante todo, Capítulos 1–8**

Second Term: **Capítulos 9–16**

The following information will be helpful for planning a detailed course syllabus. Calculations are based on a 15-week semester. Extra hours can be used for review and hourly exams. In the second semester, extra time should also be allotted for the review of the first semester's work before beginning **Capítulo 9**. An additional reading text might also be appropriate in the second semester.

#### 1. Classes Meeting 3 Hours per Week

Approximately 45 contact hours are available during the semester. An average of 5 contact hours can be spent on each chapter.

*First Semester:*

5 contact hours × 8 chapters	40 hours
5 contact hours for <b>Ante todo</b>	<u>5 hours</u>
	45 hours

*Second Semester:*

5 contact hours × 8 chapters	40 hours
Extra hours (some of which can be used for chapters that may require more time, such as <b>Capítulos 10</b> and <b>12</b> )	<u>5 hours</u>
	45 hours

#### 2. Classes Meeting 4 Hours per Week

Approximately 60 contact hours are available during the semester. An average of 6 contact hours can be spent on each chapter.

*First Semester:*

6 contact hours × 8 chapters	48 hours
6 contact hours for <b>Ante todo</b>	6 hours
Extra hours	<u>6 hours</u>
	60 hours

<i>Second Semester:</i>	
7 contact hours × 8 chapters	56 hours
Extra hours	<u>4 hours</u>
	60 hours

### 3. Classes Meeting 5 Hours per Week

Approximately 75 contact hours are available during the semester. An average of 8 contact hours can be spent on each chapter.

<i>First Semester:</i>	
8 contact hours × 8 chapters	64 hours
8 contact hours for <b>Ante todo</b>	8 hours
Extra hours	<u>3 hours</u>
	75 hours

<i>Second Semester:</i>	
8 contact hours × 8 chapters	64 hours
Extra hours	<u>11 hours</u>
	75 hours

## B. HOW TO USE *PUNTOS EN BREVE* ON THE QUARTER SYSTEM

As a general guideline, it is suggested that colleges and universities on the quarter system cover *Puntos en breve* in the following manner (note that separate suggestions are offered for courses meeting 3 days a week and for those meeting 4 or 5 days).

### 1. Classes Meeting 3 Days per Week

First Term: **Ante todo, Capítulos 1–5**

Second Term: **Capítulos 6–11**

Third Term: **Capítulos 12–16**

### 2. Classes Meeting 4 or 5 Days per Week

First Term: **Ante todo, Capítulos 1–5**

Second Term: **Capítulos 6–11**

Third Term: **Capítulos 12–16**

The following information will be helpful for planning a detailed course syllabus. Calculations are based on a 10-week semester. Extra hours can be used for review or hourly exams. In the second and third quarters, extra time should be allotted for the review of the first and second quarter's work before beginning new work. An additional reading text might also be appropriate in the third quarter.

### 3. Classes Meeting 3 Hours per Week

Approximately 30 contact hours are available during the quarter. An average of 5 contact hours can be spent on each chapter.

*First Quarter:*

5 contact hours × 5 chapters	25 hours
5 contact hours for <b>Ante todo</b>	<u>5 hours</u>
	30 hours

*Second Quarter:*

5 contact hours × 6 chapters	<u>30 hours</u>
	30 hours

*Third Quarter:*

5 contact hours × 5 chapters	25 hours
Extra hours	<u>5 hours</u>
	30 hours

### 4. Classes Meeting 4 Hours per Week

Approximately 40 contact hours are available during the quarter. An average of 6 contact hours can be spent on each chapter.

*First Quarter:*

6 contact hours × 5 chapters	30 hours
6 contact hours for <b>Ante todo</b>	6 hours
Extra hours	<u>4 hours</u>
	40 hours

*Second Quarter:*

6 contact hours × 6 chapters	36 hours
Extra hours	<u>4 hours</u>
	40 hours

*Third Quarter:*

7 contact hours × 5 chapters	35 hours
Extra hours	<u>5 hours</u>
	40 hours

## 5. Classes Meeting 5 Hours per Week

Approximately 50 contact hours are available during the quarter. An average of 8 contact hours can be spent on each chapter.

### *First Quarter:*

8 contact hours × 5 chapters	40 hours
8 contact hours for <b>Ante todo</b>	8 hours
Extra hours	<u>2 hours</u>
	50 hours

### *Second Quarter:*

8 contact hours × 6 chapters	48 hours
Extra hours	<u>2 hours</u>
	50 hours

### *Third Quarter:*

9 contact hours × 5 chapters	45 hours
Extra hours	<u>5 hours</u>
	50 hours