# M2 Session Requirements

**Requirements**

- No more than 90 minutes per 4 hour session for all required pre-work (all reading and recorded/video materials). We estimate ~25 pages (handouts or textbook pages) of content = 90 minutes of prep work.
- Label pre-work as follows in the Daily Session Guide and in the document title:
  - **REQUIRED** (required in all caps & red)
  - Recommended (this is for M1 review content)
  - Optional (this is for M2 non-testable reference material)
- Room changes allowed up until noon the day before the session.

## Timeline requirements for final session materials due:

<table>
<thead>
<tr>
<th>Due Date (no later than)*</th>
<th>Session Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date to be provided by unit director</td>
<td>Pre-work and in-class slide presentation for posting to D2L</td>
</tr>
</tbody>
</table>
| 48 hours prior to the start of each session | Final version of pre-work and in-class slide presentation (will be posted to D2L)  
ARS Questions |
| 24 hours prior to the start of each session | Practice using technology in the classroom – contact curriculumdesign@mcw.edu to schedule  
No changes to posted content permitted |

* the unit coordinators LOVE to get materials earlier

## Need Help?
Contact Curriculum Design staff: CurriculumDesign@mcw.edu

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