

# 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:

Due Date (no later than)*	Session Content
<b>Due Date to be provided by unit director</b>	<ul style="list-style-type: none"><li>• Pre-work and in-class slide presentation for posting to D2L</li></ul>
<b>48 hours prior to the start of each session</b>	<ul style="list-style-type: none"><li>• <u>Final version</u> of pre-work and in-class slide presentation (will be posted to D2L)</li><li>• ARS Questions</li></ul>
<b>24 hours prior to the start of each session</b>	<ul style="list-style-type: none"><li>• Practice using technology in the classroom – contact <a href="mailto:curriculumdesign@mcw.edu">curriculumdesign@mcw.edu</a> to schedule</li><li>• No changes to posted content permitted</li></ul>

\* the unit coordinators LOVE to get materials earlier

## Need Help?

Contact Curriculum Design staff:

[CurriculumDesign@mcw.edu](mailto:CurriculumDesign@mcw.edu)

Diane Wilke-Zemanovic,

414-955-8387

Sue Korek, 414-955-8655

Diane Brown, 414-955-4331

