

**Travel Time Performance Measures**  
**Instructor-led On-line Course Syllabus**  
**October – November 2023**

**Course Material Review**

**Thursday, October 5 – Thursday, October 19, 2023**

Students are to review Lessons 1 and 2 of the course material

- Lesson 1: Travel Time and Travel Reliability
- Lesson 2: Measuring Travel Time

**Friday, October 20 – Friday, November 3, 2023**

Students are to review Lessons 3 and 4 of the course material

- Lesson 3: Travel Time Applications
- Lesson 4: Case Studies

**Web Conferences**

**Wednesday, October 11, 2023, 2:00 – 2:30 PM (ET)**

The instructor will introduce the course and let students know what will be expected from them. Students will be able to ask questions about upcoming course workshops and any course material reviewed to date. A meeting invitation will be emailed to you prior to the call.

**Thursday, October 26, 2023, 2:00 – 3:00 PM (ET)**

If students have any questions about the course material reviewed to date or course workshop #1, they should submit them to the instructor via e-mail by 9:00 AM (ET) on this date. The instructor will answer them during the conference call and will also discuss Workshop #1. A meeting invitation will be emailed to you prior to the call.

**Wednesday, November 8, 2023, 2:00 – 3:00 PM (ET)**

If students have any questions about the course material reviewed to date or course workshop #2, they should submit them to the instructor via e-mail by 9:00 AM (ET) on this date. The instructor will answer them during the conference call and will also discuss Workshop #2. A meeting invitation will be emailed to you prior to the call.

**Course Workshops**

**Workshop #1:**

Tuesday, October 24, 2023 - Students are to post their answer to this workshop in the Workshop 1 Forum section by 11:55 PM (ET) on this date.

Wednesday, October 25, 2023 – The solution to the Workshop 1 problem will be posted in the Workshop 1 Forum section at 9:00 AM (ET) on this date.

**Workshop #2:**

Saturday, November 4, 2023 - Students are to post their answer to this workshop in the Workshop 2 Forum section by 11:55 PM (ET) on this date. **NOTE:** It is very important to post on time, so the other students have time to review all postings before they provide required responses.

Tuesday, November 7, 2023 - Students should review other student submittals and provide comments to at least three of them by 11:55 PM (ET) on this date.

Grading - Students must post their answers in the Workshop Forum 2 section AND respond to at least three other student submittals by the above dates to receive a grade for this workshop.

**Final Exam**

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**Wednesday, November 8 – Sunday, November 12, 2023**

The final exam will be available from 3:00 PM (ET) on Wednesday, November 8, 2023 through 11:55 PM (ET) on Sunday, November 12, 2023. Students will complete the final exam online.

**Post-Course Survey**

**NOTE:** To receive course Continuing Education Units (CEUs), students must complete the Post-Course Survey online through Moodle.

**Course Grades**

Grades for the course will be determined by student participation in the following items and will be weighted as shown below. Students need to receive a 70% or better to pass the course and complete the post-course survey to receive Continuing Education Units (CEUs).

65%	Final Exam
15%	Course Workshop #1
15%	Course Workshop #2
5%	Completed Survey
100%	

**Learning Management System**

The course lessons, workshops, final exam, and post-course survey must all be accessed and completed on the CITE Learning Management System (LMS). The LMS may be accessed [here](#). Your log-in credentials will be emailed to you at the start of the course. Please contact the CITE Program Coordinator immediately if you have any trouble accessing the course online.