

Standard Definitions of Instructional Arrangements and Guidelines for the Awarding of Academic Credit

Semester Hour of Credit - 820 minutes per semester of formalized instruction that typically requires students to work on out-of-class assignments an average of twice the amount of time of the formalized instruction

[820 minutes: 50 minutes per week per credit hour for 14 weeks plus 120 minute final exam block in week 15]

Credit hours may be calculated differently for the following types of instructional activities:

1. **Classroom:** Classroom instruction is formalized instruction, conducted on-or off-campus, in which the faculty member presents an educational experience to students, applying any combination of instructional methods.

This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all students in the class. Students will be expected to work at out-of-class assignments on a regular basis which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity. This out-of-class study shall not be counted as part of the classroom hour for credit.

[50 minutes per week per credit hour]

2. **Laboratory:** Laboratory instruction is educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a Lake Erie College faculty member.

One hour of credit shall be awarded for a total of 2,220 minutes laboratory instructional time for a semester calendar.

[150 minutes per week per credit hour, plus final exam week]

If laboratory instruction is supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following-up the laboratory experience, then one hour of credit shall be awarded for a total of 1,520 minutes laboratory instructional time for a semester calendar.

[100 minutes per week per credit hour plus final exam]

3. **Clinical laboratory:** Clinical laboratory instruction applies only to health technology programs during which students are assigned to laboratory sections which meet at a health-related agency rather than in on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. These laboratory hours should be directly supervised by regular faculty members, full-time or part-time, of the college.

Credit hours for the clinical laboratory experience will be awarded on the same basis as laboratory instruction.

4. **Clinical Rotation:** This definition applies primarily to programs in the health technologies, during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty or other health professionals identified by the faculty member coordinating the rotation, who may or may not be paid by the college, may be used for the direct supervision of students. Student time in a clinical rotation is subject to a 7-day week, starting on Monday and ending on Sunday, which may include weekdays, nights, or weekends.

The faculty member coordinating the clinical rotation is responsible for assigning the course grade.

One hour of credit shall be awarded for a total of 2,160 minutes of clinical rotation instructional time for a semester calendar.

[144 minutes per week for 15 weeks per credit hour]

5. **Internship and Clinical Observation:** A cooperative work experience is on or off-campus paid or unpaid employment. The experience is coordinated by a faculty member of the college who visits the job site for a conference with the student and supervisor at least once during the semester. The faculty member assigns the course grade to the student after appropriate consultation with the supervisor/employer.

One hour of credit shall be awarded 50 hours of site experience.

6. **Field experience:** Field experience is planned, paid work activity that relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's degree program. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester and assigns the course grade to the student after appropriate consultation with the employer/supervisor.

One hour of credit shall be awarded for a total of 6720 minutes field experience instructional time for a semester calendar.

[480 minutes per week per credit hour]

Field experience as assigned placement that relates to a student's licensure area (P-5th, AYA, MMIS). Pre-service teachers work with a cooperating teacher and campus supervisor. Pre-service teachers are assessed by their cooperating teacher and campus supervisor a minimum of four times per placement with a

follow up conference and descriptive feedback for improvement. Pre-service teachers attend at least twelve seminars to guide their practice during their field placement.

One hour of credit shall be awarded for a total of 4200 minutes field experience instructional time for a semester calendar.
[300 minutes per week per credit hour]

- 7. Field Observation:** Observation occurs when students participate in an educational experience as observers of practitioners representative of the occupational area. Students may participate at times in the actual work activity. Observation hours are coordinated by faculty members who receive reports from the students of their observational experiences and provide assessments of students' progress toward the achievement of the objectives of the experience.

One hour of credit shall be awarded for a total of 13,500 minutes observation instructional time for a semester calendar. Specific academic programs may have individual course requirements with different totals in observation minutes in accordance with accreditation or licensing requirements/practices. Variations will be documented by area dean.
[900 minutes per week per credit hour]

- 8. Student Teaching:** Teacher candidates complete a minimum of 40 hours per week in the site classrooms for 14 weeks, plus an on-campus seminar portion of 75 minutes for 12 of those weeks. Teacher candidates are assigned to cooperating teachers and campus supervisors and complete a minimum of six assessments with a follow up conference and descriptive feedback for improvement. In addition, candidates complete and submit a nationally scored Teacher Performance Assessment.

Twelve credit hours awarded for a semester for 575 hours in student teaching

- 9. Seminar:** A seminar is a formal educational experience which is run in conjunction with field experience and student teaching. The seminars provide information, teaching strategies, updates on the teaching profession, and opportunities to discuss and practice activities/initiatives being implemented in their classroom placements.

Credit is awarded for seminar hours on the same basis as that for the classroom hour discussed above.

- 10. Applied Music Courses:** Applied music courses are those for which extended periods of concentrated practice are required of the student subsequent to sessions of individualized instruction. Instructors who teach such courses have primary responsibility for assigning the work activity or skills objectives to the student and personally provide whatever instruction is required. In addition, the

instructor periodically assesses the student's progress, and assigns the final grade.

One hour of credit shall be awarded for a total of 1800 minutes of applied music for group courses, such as choir or ensemble. Credit may include a required performance.

[120 minutes per week per credit hour for 15 weeks]

One hour of credit shall be awarded for a total of 450 minutes of applied private lessons, such as voice or instrument. Credit may include a required performance.

[30 minutes per week per credit hour for 15 weeks]

11. **Studio Course:**

One hour of credit shall be awarded for a total of 1520 minutes instructional time for a studio course with little or no out-of-class study for a semester calendar.

[100 minutes per week per credit hour plus final exam]

If supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following-up the studio experience, one hour of credit shall be awarded for a total of 1058 minutes instructional time for a studio course for a semester calendar.

[67 minutes per week per credit hour plus final exam]

12. **Equestrian Riding Courses:** Riding instruction is educational activity with students perfecting skills or practicing procedures under the direction of a faculty member.

One hour of credit shall be awarded for a total of 2,220 minutes riding instructional time for a semester calendar.

[150 minutes per week per credit hour plus final exam]

13. **Online Learning Courses:** Courses that are 100% online without any on-site face-to-face meetings required. These courses have the same course objectives, learning outcomes and same syllabus of its on-site face to face counterpart course except utilizing an online delivery format. Contact time is accomplished by various approaches as delineated in each online course syllabus. Online course faculty utilize a combination of some of these examples: collaboration, group work, personalized assignments, group discussions, online class meetings (i.e. SKYPE), and various communication methods between students and faculty. In all cases the online courses meet instructional time and projected student engagement time. The course content, objectives and outcomes are the same as for Classroom courses.

14. **Hybrid Courses:** Courses offered in a blended format are those with one or more on-site face to face class meetings and at least one or more online course

sessions. Both approaches include direct interaction with a faculty member. Contact time is assessed using both on-site face to face definitions (for the on-site face to face portion) and online definitions as above (for the online portion). All hybrid courses must meet the total amount of instructional and student work time as the examples above regardless if the course is delivered in the online or the on-site face to face format. The course content, objectives and outcomes are the same as for Classroom courses.

- 15. Independent Study, Individual Investigation and Directed Study Courses:**
Shall follow the guidelines specific to the type of course for which these designators are being utilized. In the event that the courses will not have regular weekly meeting times face to face, faculty should use the RICE calculator to demonstrate contact time equivalence.

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