



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 at out-of-class assignments an average of twice the amount of time of the formalized instruction

[820 minutes: 50 minutes per week per credit hours for 14 weeks plus 120 minutes 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 teacher 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 faculty member.

- One hour of credit shall be awarded for a total of 2,250 minutes laboratory instructional time for a semester calendar.

[150 minutes per week per credit hour]

- 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 1,500 minutes laboratory instructional time for a semester calendar.

[100 minutes per week per credit hour]

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. **Directed Practice:** 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, who may or may not be paid by the college, may be used for the direct supervision of students, and for the delivery of part of the didactic phase of the experience.

The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and visits students at least once a week.

- One hour of credit shall be awarded for a total of 4,500 minutes of directed practice instructional time for a semester calendar.
[300 minutes per week per credit hour]

5. **Practicum:** Practicum instruction is on-or off-campus work experience, integrated with academic instruction. Students concurrently apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once biweekly, provides the final grade, and teaches at least one course on the campus. Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar.

- One hour of credit shall be awarded for a total of 6,300 minutes practicum instructional time for a semester calendar.
[420 minutes per week per credit hour]

6. **Cooperative Work Experience:** A cooperative work experience is on or off-campus paid employment. It augments formal classroom instruction. 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, and assigns the course grade to the student after

appropriate consultation with the supervisor/employer. Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar.

- One hour of credit shall be awarded for a total of 9,000 minutes cooperative work experience instructional time for a semester calendar. [600 minutes per week per credit hour]

7. 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 10,800 minutes field experience instructional time for a semester calendar. [720 minutes per week per credit hour]

8. 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. [900 minutes per week per credit hour]

9. Seminar: A seminar is a less formal educational experience than a classroom/lecture /discussion class. A relatively small number of students engage in discussions directed by a faculty member.

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

10. Miscellaneous Applications Courses: Miscellaneous application courses are those for which extended periods of concentrated practice are required of the student subsequent to sessions of individualized instruction. Courses in applied music and journalism or courses of an independent study nature are examples.

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 6,300 minutes instructional time for miscellaneous applications courses for a semester calendar.
[420 minutes per week per credit hour]

11. Studio Course: Studio courses require little or no out-of-class study

- One hour of credit shall be awarded for a total of 2,250 minutes instructional time for a studio course for a semester calendar.
[150 minutes per week per credit hour]
- 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 1,500 minutes instructional time for a studio course for a semester calendar.
[100 minutes per week per credit hour]

12. Flexibly Scheduled Course:

A flexibly scheduled course section is defined as any section of an academic course of instruction that does not take place throughout the complete length of a regular academic term. Credit hour awards shall be determined based on the type of course offered using the Flex Schedule optioned outlined in numbers 1-11 above.

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.

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