

Guidelines on Assignment of Instructional Methods (Credit Hr : Inst Hr)

For each credit type, one week means the activity occurs each week during a standard 16-week semester. The Senior VP for Academic Affairs, or his designee, must approve contact to credit hour ratios that fall outside these guidelines. For assignment of contact hours other than lecture or laboratory, please consult Curriculum Management to help choose the proper instructional method.

Lecture

A lecture is formalized instruction, conducted on or off campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques. One credit is awarded for each hour of lecture during a week of a standard semester. 1:1

Laboratory

A laboratory is an educational activity in which students conduct experiments, perfect skills or practice procedures under the direction of a faculty member. One credit shall be awarded for a minimum of three hours in a week total time spent in the lab for which there is little outside preparation needed; or for two in-lab hours with at least one hour of assignments on out-of-class study preparing for or following-up the laboratory experience. 1:2 or 1:3

Clinical Lab

A clinical laboratory applies only to health technology programs. A clinical is a laboratory section that meets at a health-related agency facility in lieu of on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. One credit is awarded for each three hours of clinical laboratory experience. 1:3

Directed Practice

This definition applies primarily to programs in health technologies. A directed practice hour is a sixty minute period in which the student is assigned to practice experiences under constant supervision at an external agency. The student receives individual instruction and critique in the performance of a particular function. During a directed practice session a full-time or adjunct faculty directly supervises the student, and for delivery of part of the didactic phase of the experience. One credit shall be awarded for a minimum of five hours of directed practice. The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students (usually a seminar hour). 1:5

Practicum

A practicum is an on- or off-campus work experience that is integrated with academic instruction in which the student applies concurrently learned 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 each two weeks, provides

the final grade, and teaches at least one course on the campus. One credit shall be awarded for a minimum of seven clock hours per week in a practicum; a maximum of nine semester credit hours may be earned in practicum and/or cooperative work experience and/or field experience over the course of an associate degree program. Each student who is enrolled in a practicum shall also enroll in an on-campus seminar. 1:7 max of 9 credits allowed in degree

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. One credit shall be awarded for a minimum of ten clock hours of cooperative work experience scheduled during each week of a semester. A maximum of nine semester credit hours may be earned in cooperative work experience or any combination of cooperative work experience and practicum over an associate degree program. Each student who is enrolled in a cooperative work experience shall also enroll in an on campus seminar. 1:9 max of 9 credits allowed in degree

Field Experience/Internship

Field experience/Internship is a planned, paid or non-paid work activity that relates to an individual student's occupational objectives, such as geology or archaeology, and is taken in lieu of elective or required courses in his/her program with the permission of a faculty advisor. 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 the appropriate consultation with the employer/supervisor. One credit shall be awarded for a minimum of twelve clock hours of field experience during a week. A maximum of nine semester credit hours may be earned in field experience and/or practicum and/or cooperative work experience over an associate degree program. 1:12 max of 9 credits in degree

Seminar

A seminar is an educational experience that is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions that are directed by a faculty member in the development and/or review of concepts that have been or are to be applied to practical situations. One credit is awarded for each hour of seminar in a week. 1:1

Studio

Studio is used to describe music, performance art, and theater courses. One credit shall be awarded for a minimum of three hours in a week total time spent in the studio for which there is little outside preparation needed; or for two in-studio hours with at least one hour of assignments on out-of-class study preparing for or following-up the studio experience. 1:3