

3357:13-14-04 Standardized Assignment of Credit Hours Policy

The number of credits which should be awarded for the completion of courses in associate degree programs is determined by the instructional arrangements as follows:

(A) Classroom hour: A classroom hour is a nominal hour (fifty minutes) of formalized instruction, conducted on- or off-campus, in which the teacher presents an educational experience to students, applying any combination of instructional methods, this is based upon minimum 750 minutes per credit hour for a 15 week semester.

(1) 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 purposes.

(2) One semester credit hour shall be awarded for each classroom hour which is scheduled in the standard week of the quarter or semester.

(B) Laboratory hour: A laboratory hour is fifty minutes of educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.

One semester credit hour shall be awarded for a minimum of three laboratory hours in a standard week for which little or no out-of-class study is required. One semester credit hour shall be awarded for a minimum of two laboratory hours in a standard week, if 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.

(C) Clinical laboratory hour: A clinical laboratory hour applies only to health technology programs. A clinical laboratory consists of a fifty-minute period 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 hours.

(D) Directed practice hour: A directed practice hour consists of a sixty-minute period 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.

(1) 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.

(2) One semester credit hour shall be awarded for a minimum of five clock hours of directed practice in a week.

(E) Practicum hour: A practicum hour is an 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.

(1) Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar.

(2) One semester credit hour 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, or any combination of practicum cooperative work experience, over the associate degree program.

(F) 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.

(1) Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar.

(2) One semester credit hour shall be awarded for a minimum of ten clock hours of cooperative work experience which is scheduled during a week. A maximum of nine semester credit hours may be earned in cooperative work experience, or any combination of cooperative work experience and practicum, over the associate degree program.

(G) Field experience: Field experience is planned, paid work activity which 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 associate 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 semester credit hour shall be awarded for a minimum of twelve clock hours of field experience which is scheduled during a week. A maximum of nine semester credit hours may be earned in field experience, or in any combination of field experience, cooperative education experience, and practicum over the associate degree program.

- (G) Observation hour: An observation hour is an hour during which 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 semester credit hour shall be awarded for a minimum of fifteen clock hours of observational experience in a week.

- (H) 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.

- (I) Miscellaneous applications courses: Courses in this category 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.

(1) 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.

(2) One semester credit hour shall be awarded for a minimum of seven scheduled clock hours of such activity per week.

- (J) All courses, irrespective of delivery method must adhere to the official standard curriculum committee and Chief Academic Officer approved syllabus, which outlines the outcomes for the course, assessment methods, and standard activities. Courses moving from a traditional format to an

online/hybrid format are evaluated by a team using the “Quality Matters” process. This process ensures alternative delivery courses adhere to the standards that guide the awarding of academic credit hours as outlined above in sections A-H.

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