

Assessment of Credit Hours/Course Units and Contact Time

The Policy

Moravian College Undergraduate programs use a course unit system intended to emphasize the *mastery of subject matter*, while Moravian College Graduate programs use a credit hour system. A unit of instruction includes a combination of lecture, discussion, recitation, group and individual projects, and studio/laboratory work. Moravian College courses vary in the number of scheduled meeting hours, often based on disciplinary differences. Courses scheduled for three hours of classroom/other instruction per week also include additional instructional activity, e.g. discussion sessions, workshops, attendance at lectures and performances, service learning, final examinations, fieldwork, etc.

According to the institution's policy on credit hours/course units and contact time, full unit undergraduate courses must include at least 174 hours of work, including "seat time," out of class meetings/work/field work/clinicals, and related academic activities. Half-unit undergraduate courses must include at least 87 hours of work, as specified in the definition. Quarter-unit courses must include at least 44 hours, as specified in the definition. All graduate level courses must include at least 44 hours of work for each credit hour received.

This worksheet will help assess/demonstrate that the named course meets the aforementioned requirements. We ask you to report on course hours, course design and other classroom/academic activities.

Course number: _____

Course title: _____

Instructor: _____

This course is offered for:

- ☐ Full-Unit (Undergraduate)
- ☐ Half-unit(Undergraduate)
- ☐ Quarter-unit (Undergraduate)
- ☐ ____ Credit Hours (Graduate)

I. Course Hours:

First calculate the total number of hours of classroom "seat time."

Course hours for this course:

	Description	Formula	Value
A	Length of each class session:		
B	Times number of times class meets per week:		
C	Number of weeks in term: (WEEKS)		
D	Total number of minutes per term:	$(A * B * C)$	
E	Divided by 60 to convert to hours:	$(D/60)$	
	E is the total number of classroom hours.		
F	Now please add the time allotted for a final exam. (Typically 2 hours.)		
G	Total "seat time."	$(E + F)$	

Total Classroom "Seat Time"

II. Lab and Studio Hours

The second step is to calculate the total number of lab hours associated with the course.

Does this course have a lab and/or studio component?

- ☐ Yes
☐ No

If yes, please log the average number of hours per week students will spend in the lab.

	Type of Lab	Average number of hours per week in lab
A	Physical science lab	
B	Computer lab	
C	Art/Music Studio	
D	Other lab	
E	Total number of lab hours per week: (A + B + C + D)	
F	Total number for semester: (E * WEEKS)	

Total Lab/Studio Hours Associated with Course	
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III. Per Week Average Course Work Outside of Regular Class Meetings and Semester Total

Please consider the amount of work that students need to complete outside of regular class meetings during an average week and note how much time expected on the various activities listed below. Other academic activities from those listed here will be calculated in a separate section below:

	Type of activity	Average number of hours per week
A	Completing assigned readings (books, articles, newspapers, websites, etc.)	
B	Preparation writing (such as outlining readings, preparing talking points, writing and/or rewriting class notes, etc.)	
C	Completing other types of written homework assignments (such as worksheets, problem sets, short assignments, journal entries, etc.)	
D	Completing general research associated with regular classroom work (not with special assignments such as research papers—additional research separate from the assigned readings and homework assignments.)	
E	Completing Quizzes and/or examinations	
F	Total average number of hours per week: (A + B + C + D + E)	
G	Total number of hours per semester: (F * WEEKS)	

Total Course Work Hours	
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IV. Special Course Assignments

Many courses assign special long-term projects such as presentations (performances, special class lectures/presentations, etc.) and/or research/writing projects (term papers, field research, productions, etc.). Please provide a summary of the number of hours are associated with the different long-term projects you assign for this course:

Please provide a brief description of the long-term research project(s) and/or reference your syllabus:

	Type of activity	Number of hours during entire course
A	Completing background research/preparation.	
B	Writing drafts/ revising drafts.	
C	Presenting completed project.	
D	Other:	
E	Total number of hours per semester: (A + B + C + D)	

Total Special Course Assignment Hours	
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V. Additional Academic Activities

In this section, please enumerate the number of hours logged for your course for all of these different additional academic activities. If appropriate, you can report the hours per week and multiply by WEEKS to get the course total or report the total for each activity.

	Type of activity	Average number hours (per week?)	* WEEKS Where appropriate	Total number during entire course
A	Service learning			
B	Field work/Clinicals			
C	Attendance at concerts, dramatic performances, poetry readings, lectures			
D	Viewing of films/videos/etc. outside of class time			
E	Attendance at department colloquia			
F	Supervised problem solving sessions, e.g. supplemental instruction meetings			
G	Weekly group tutoring sessions or study review sessions organized by the course instructor			
H	Writing conferences with faculty or a Writing Center tutor			
	Subtotal (continue next page)			

	Type of activity	Average number hours (per week?)	* WEEKS Where appropriate	Total number for the semester
I	Advising sessions related to FYWS			
J	Participation in outside of class experiments			
K	Group project meetings and/or group work outside of class			
L	Attendance at departmental student research projects			
M	Participation in local or regional conferences			
N	Participation in community projects			
O	Field trips			
P	Organizing campus events as part of course requirement			
Q	Library instruction outside of class			
R	Participation in electronic discussion boards, chat rooms, blogs, wikis, or other online assignments			
S	Participation in conversation session in foreign language outside of class time, including participation at meetings of foreign language clubs			
T	Participation in discipline-specific conversation sessions outside of class time, including participation at meetings of discipline-specific clubs such as the Philosophy or History Club.			
U	Individual meetings with the instructor			
V	Other: (please specify)			
W	Other: (please specify)			
X	Other: (please specify)			
Y	Total number of hours from this page:			
Z	Carry over subtotal from previous page:			
	Total Number of Hours: (Y + Z)			

Total Additional Academic Activities Hours	
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Course Total: (Copy from above)

Total Classroom "Seat Time"	
Total Lab/Studio Hours Associated with Course	
Total Course Work Hours	
Total Special Course Assignment Hours	
Total Additional Academic Activities Hours	
Total Course Hours	

The Implementation

Beginning with the Spring 2013 term, syllabi for new and revised courses submitted for approval shall be in compliance with this policy and include the following brief note:

The student work in this course is in full compliance with the federal definition of a four [*two or one as appropriate for half and quarter unit courses*] credit hour course.

This review will include all existing courses considered as part of any program addition, change, or other modification, even where the courses themselves might not be revised.

The APPC will begin in Fall 2013 a review of *existing* course syllabi to ensure compliance with the institutional and federal definition and to make adjustments in contact time and/or course assignments where necessary or appropriate.