

## 2. Dean's proposal to the CAS Department Heads (5-6-02)

### DISCUSSION DRAFT OF CONTACT-HOUR GUIDELINES

3 May 2002

1. Classroom courses. Credit hours for all classroom courses should correspond to the equivalent contact hours. When there is not a direct correspondence between credit hours and regularly scheduled classroom hours, the course syllabus should list how the course meets the contact-hour requirement in one of the following two ways:

a. Formally scheduled discussion sections or laboratories

b. Scheduled times (at least 2 hours for each equivalent class contact hour) *exclusive of usual and normal office hours* for meetings with students to supervise and review out of class assignments representing *additional* work equivalent to the differential in contact hours (e.g., writing assignments, lab experiments, field trips, research papers). These options are typically appropriate only for small- to medium-sized classes of not more than about 80 students.

Where it is not possible to match equivalent contact hours to the credit hours, the credit hours should be adjusted to match the contact hours.

2. Non-classroom courses. For non-classroom courses where credit and contact hours do not coincide, equivalence should be established through formal standards for student performance that are consistent with a corresponding classroom course. Preferably, students should have a choice between this type of course and the corresponding classroom course, with consistent standards of assessment. In some instances, e.g., rarely taught languages, a choice may not be possible, but there are nationally recognized standards and means of assessment that can be employed.

3. Readings, research, etc. credits. These guidelines for contact hours do not apply to readings and conference, research, internship, practica, or other similar types of credits, which should be evaluated using other traditional criteria for these credits.

4. Monitoring. When credit and contact hours do not coincide, either via class time or discussion/laboratory time, then course syllabi and practice should be regularly reviewed both by the department and the college for accordance with these guidelines.