

# **Utica College**

## **Course Management Guidelines**

**Revised May 23, 2014**

**Credit Hours and Contact Hours**

Credit hours are the Utica College measure of the student workload associated with a course and drive the calculation of tuition and other fees assessed on the student. Contact hours are a measure of the faculty workload associated with the course and drive the calculation of load and overload work.

*Credit Hours*

Consistent with the requirements of New York State, Utica College defines a credit hour as 12 ½ hours of active instruction. This definition is consistent throughout all modes of instruction – on-ground, hybrid, and online – for both undergraduate and graduate classes. This definition applies equally to courses of any length, including 8-week courses.

In traditional on-ground courses this is the equivalent of 50 minutes per week in class for 15 weeks, with twice that time spent by the student on outside assignments such as homework, research, and review. In online classes, the time of active instruction can be made up by a combination of activities, consistent with the Utica College Best Practices for Online Education document.

*Contact Hours*

Contact hours are a measure of the faculty workload associated with the course and drive the calculation of load and overload work. The contact hours assigned to a course are almost always a function of the credit hours assigned to the course and are determined by the number of minutes of student/faculty interaction. Most lecture courses are converted from credit hours to contact hours at a ratio of 1:1 so that the faculty member earns three contact hours for teaching a three credit hour course. However, most labs are converted at a ratio of 1:3 so a one credit lab gives the faculty member three contact hours. The most common ratios in use at Utica College are spelled out on page 2 of this document.

### Credit and Contact Hour Equivalencies

Credit Hours are a measure of expected student work and determine the tuition paid by the student.

Contact Hours are a measure of the faculty workload and determine the compensation for the faculty member.

<b>Class Type and Code</b>	<b>Student Work Time</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>Notes</b>
Lecture = A	750 minutes (50 minutes per week for 15 weeks) of class contact time + 1,500 minutes (100 minutes per week for 15 weeks) of out-of-class work.	1	1	Faculty member is the primary instructor and responsible for all student learning.
Lecture = A	2,250 minutes (150 minutes per week for 15 weeks) of class contact time + 4,500 minutes (150 minutes per week for 15 weeks) of out-of-class work.	3	3	Faculty member is the primary instructor and responsible for all student learning.
Laboratory = L	2,250 minutes (150 minutes per week of class contact time for 15 weeks)	1	3	Faculty member is the primary instructor and responsible for all student learning.
Clinical = C	2,250 minutes (150 minutes per week of class contact time for 15 weeks)	1	3	Faculty member is the primary instructor and responsible for all student learning.
Preceptored Clinicals = C	2,250 minutes (150 minutes per week of class contact time for 15 weeks) – NUR 412	1	1	Faculty member is responsible for overseeing other professionals who are working with the student.
Managed Clinical = C	2,250 minutes (150 minutes per week of class contact time for 15 weeks) – NUR 346	1	2	Faculty member is responsible for guiding and overseeing students engaged in a student-driven clinical.

<b>Class Type and Code</b>	<b>Student Work Time</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>Notes</b>
Supervised Student Teaching	2,250 minutes (150 minutes per week for 15 weeks)	6	0.167 per student	Faculty member is responsible for overseeing other professionals who are working with the student
Internship	2,250 minutes (150 minutes per week of work for 15 weeks)	1	Variable See chart below	
Independent Study	50 minutes per week for 15 weeks of interaction with the supervising faculty member + required additional work.	3	N/A	Compensation as per the AAUP-UC/Utica College contract.
Tutorial	100 minutes per week for 15 weeks of interaction with the supervising faculty member + required additional work.	3	N/A	Compensation as per the AAUP-UC/Utica College contract.

### **Internships**

<b>Department</b>	<b>Course</b>	<b>Contact Hour Rate</b>

### Recommended Course Maximum and Minimum Enrollments (Fall and Spring On-Ground)

**Note:** These enrollment numbers are recommended and can be overridden by the school dean. Permanent variations may be entertained only on a case-by-case basis and must be submitted in writing by the department to the School Dean and approved by the Provost. Any exceptions are approved by the school dean.

Course Type	Recommended Maximum	Recommended Minimum	Notes
Core	30	10	Enrollments for science and health science classes may be higher
Lecture	25	10	Enrollments for science and health science classes may be higher
ENG 100, 101, 102 MAT 100 UCC 101	18	10	
Lecture (Writing Intensive)	20	10	
Seminars - Undergraduate	25	8	
Seminars - Graduate	20	8	
Capstone Courses	25	8	
Laboratory	18	8	Variations may be determined by physical space
Clinical	12	6	Enrollments for health science classes may be higher. Variations may be determined by physical space.
Fieldwork Sections	40	10	
Team Taught Courses	30	20 (See Note 2 below)	
Tutorial	1	1	
Independent Study	1	1	
Student Teaching	1	1	One student per section. Contact hours are .167 per section

### Recommended Course Maximum and Minimum Enrollments (Online)

Course Type	Recommended Maximum	Recommended Minimum	Notes
Lecture (Single Instructor)	20	6	
Lecture (Graduate Level with a TA)	30	20	
Lecture (Writing Intensive)	20	6	
Lecture - ASDN	24	6	

### Recommended Course Maximum and Minimum Enrollments (Blended)

Course Type	Recommended Maximum	Recommended Minimum	Notes
Lecture	40	20	

### NOTES

**Team-Taught Courses** - There are two types of team-taught courses: (a) those in which the faculty share the teaching load and alternate presence in the classroom and each receive a proportional % of the load credit and (b) those in which the faculty members are both active in the class for each session and both grade all assignments etc. and in which each faculty member receives 100% of load. The minimum enrollment for a team-taught courses of type (b) is 20 students. If the enrollment is below 20 the class will either be cancelled, or taught for shared load, or taught only once in four semesters.