

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

LABORATORY AND NONTRADITIONAL COURSE CONTACT-HOUR POLICY

<u>Number</u>	02.01.01
<u>Division</u>	Academic Affairs
<u>Date</u>	August, 2006
<u>Purpose</u>	To formalize a <i>contact-hour</i> policy for laboratory and nontraditional courses offered at UAH.
<u>Policy</u>	<p>UAH complies with the Alabama Commission on Higher Education (ACHE) definition of a credit hour of instruction. For UAH purposes, a <i>contact-hour</i> is defined as the number of 50-55 minute time periods that a class meets for scheduled instruction. A traditional (classroom) format course at UAH that awards one credit-hour of instruction meets once a week for approximately 50-55 minutes for the fifteen weeks of a semester (fifteen <i>contact-hours</i> per semester). Generally, for a traditional (classroom) course, the number of <i>contact-hours</i> per week is equal to the number of credit hours awarded. Courses taught at UAH via other modes, however, generally have a greater number of <i>contact-hours</i> per week than the credit hours awarded. These courses include laboratory, studio, clinical, internship, and study abroad. Such courses will follow the guidelines detailed below:</p>
<u>Procedures</u>	<p>1) <u>Laboratory Courses</u> All laboratory courses meet for a minimum of two <i>contact-hours</i> per week for one hour of credit awarded and the majority meet for three <i>contact-hours</i> per week for one hour of credit awarded, whether they are stand-alone laboratory courses or combined with a traditional-format course. For a laboratory course having less than three <i>contact-hours</i> per week to be approved, the department must demonstrate that: (1) the faculty have recently reviewed the number of <i>contact-hours</i> for each of their laboratory classes; (2) the proposed number of <i>contact-hours</i> per week conforms to the practice at many other U.S. Universities with teaching and research missions similar to UAH; (3) the faculty have determined that the proposed <i>contact-hours</i> per week are sufficient for a pedagogically sound laboratory; and (4) this practice is consistent with any specified standards for professional accreditation.</p> <p>2) <u>Clinical Courses</u></p>

Clinical courses meet for three *contact-hours* per week for one credit hour awarded.

3) Studio Courses

Art Studio

Art studio courses meet for one *contact-hour* per week of lecture and four *contact-hours* per week of studio for a total of three hours of credit. These courses comply with the National Association of Schools of Art and Design (NASAD) recommendations.

Music Studio

Music ensemble courses meet for three *contact-hours* per week for one hour of credit. One-on-one instruction in music follows the National Association of Schools of Music (NASM) recommendations.

4) Internship Courses

Internship courses other than those in Education and Nursing will average 10 hours of internship work per week for an entire semester for one hour of credit. Internships in Education and Nursing are subject to other guidelines specified by state and federal agencies.

5) Study Abroad Courses

Study Abroad courses include both a lecture component and cultural experience/excursions. Over the period of the course, the requirement is fifteen *contact hours* of lecture or *forty-five contact-hours* of cultural experience/excursions for each hour of credit awarded. Although the time periods of study abroad courses do not conform to the normal fifteen week semester, this is the equivalent of one *contact-hour* per week of lecture for one credit-hour awarded on a fifteen-week semester basis, and three *contact-hours* per week of experiences/excursions for one credit-hour awarded on a fifteen week semester basis.

All courses taught at UAH via distance learning are also offered as traditional on-campus courses that conform to the statements above. When these courses are offered via distance learning, they must conform to the same requirements as those taught on campus via traditional format.

Review

Academic Affairs will review the policy every five years or at an earlier time if needed.

Approval

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APPROVED:

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