

# Credit Model Course Templates

As of 07.31.17

The following list of course templates have been approved by the Curriculum Committee and Faculty Senate as models for developing new courses under the credit model. All Stonehill courses taught at Stonehill should fall into one of these templates. Please contact the Registrar with any questions about the templates or to begin the process for developing a new template.

## Basic Assumptions about Credit value

- Unless stated otherwise, all courses are Fall or Spring semester courses.
- All Summer courses meet for the same number of hours as full semester courses.
- “Class”, “studio” and “lab” times are faculty contact times.
- A credit is equivalent to 37 1/2 hours (2250 minutes) of student work per semester. This is 2 1/2 hours (150 minutes) per week for 15 weeks.
- Certain major requirements are completed for degree audits and carry zero credit.

<u>Credit</u>	<u>Hours/week</u>	<u>Hours/semester</u>
1	2 1/2	37 1/2
2	5	75
3	7 1/2	112 1/2
4	10	150

## Zero Credit Courses

### 1. 0 Credit Satisfactory/Unsatisfactory Major Requirement

- Major requirements that will appear on the transcript but which carry no credit. (e.g., the Visual and Performing Arts Studio Arts Portfolio Reviews for Sophomores, Juniors and Seniors; Major Field Test for Biology, Biochemistry, Chemistry, and Business majors; Foreign Language exit exam)

## One Credit courses

### 2. 1 Credit Independent Workshop

- a course requiring 35-40 hours of student work with no faculty involvement (e.g., an online or computer-based course that requires no faculty involvement but that students must complete.)
- Faculty define (and conduct, if appropriate) assessment.

### 3. 1 Credit Seminars

- 12.5 hours of class time per semester (e.g., 50 minutes of class time per week or 100 minutes every other week for the semester)
- reading and other material to keep the student engaged for 25 hours per semester outside of class.

### 4. 1 credit Music studio lessons

- One 50 minute one-on-one private music lesson or ensemble music lesson per week.
- 4-6 hours of practice per week.
- performance for other private lesson students in a classroom performance setting.

### 5. 1 credit Music performing ensemble workshop

- meets for two 75 minute classes per week.
- 4-6 hours of practice per week.

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## 6. 1 credit Practicum

- experiential or practical learning experiences.
- 37 1/2 hours of experiential or practical work over the course of the semester (e.g., Mock Trial or Model UN.)

## 7. 1 Credit Capstone and Honors add-on

- additional credit that can be added to an existing (*parent*) course to convert it to either a Capstone (C) or an Honors (H) designation.
- Student will fulfill the requirements for the parent course, plus an additional 37 1/2 hours of work over the course of the semester.
- Capstone option involves preparation of a scholarly work appropriate for the discipline (a written document, an artistic work, etc.) and the public presentation of that work.
- Honors credit may require the development of material not normally associated with the parent course, more depth or breadth in the material normally covered by the course, or written or oral presentation of other appropriate material developed by the student.

### Two Credit Courses

## 8. 2 credit class, full semester

- 1 2/3 hours (100 minutes) per week class time
- expectation of approximately 3 1/3 hours (200 minutes) of student work per week outside of class

## 9. 2 credit class, half semester

- 3 1/3 hours (200 minutes) per week class time, *for 1/2 of regular semester*
- expectation of approximately 6 2/3 hours (400 minutes) of student work per week outside of class *for 1/2 of regular semester*
- can be taken during the Summer semester

## 10. 2 credit class, half semester, intensive

- 2 1/2 hours (150 minutes) per week class time, *for 1/2 of regular semester*
- expectation of approximately 7 1/2 hours (450 minutes) of student work per week outside of class *for 1/2 of regular semester*
- normally taught at 300 level or above
- some areas of intensive focus include writing, collaboration and leadership, honors, Technology

## 11. 2 credit studio workshop

- four 7 1/2 hour meetings on very focused topic
- expectation of 45 hours of additional student work outside of class
- Summer, intersession, or Saturday course only

## 12. 2 credit learning community integrative seminar

- 1 2/3 hours (100 minutes) per week class time.
- expectation of approximately 3 1/3 hours (200 minutes) of student work per week outside of class

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13. 2 credit "one week" intensive course
- Course requires 2 weeks of student work.
  - Class meets for 5 days, 7 1/2 hours per day (450 minutes).
  - expectation of an additional 30-40 hours of student work the following week to finish the course material.
  - Summer or intersession course only

14. 2 credit class, half semester with experiential learning
- 2 1/2 hours (150 minutes) class time, *for 1/2 of regular semester*
  - expectation of approximately 40 hours experiential learning. *for 1/2 of regular semester*
  - expectation of 5 hours (300 minutes) of student work per week outside of class, *for 1/2 of regular semester*

## Three Credit Courses

15. 3 credit class
- 2 1/2 hours (150 minutes) per week class time.
  - expectation of approximately 5 hours (300 minutes) of student work per week outside of class

16. 3 credit class, 5-7 weeks
- meets 5-7 times for a total of 35-40 hours
  - expectation of approximately 70 hours of student work outside of class for the semester
  - Summer or Saturday course only

17. 3 credit stand-alone lab course
- 5 hours (300 minutes) per week in lab
  - expectation of approximately 2 1/2 hours (150 minutes) of student work per week outside of class

18. 3 credit "one week" intensive summer or intersession course
- requires 3 weeks of student work
  - students supplied with a reading/work list that will entail 30-40 hours of work the week *before* the course begins.
  - meets for 5 days, 7 1/2 hours per day (450 minutes)
  - expectation of an additional 30-40 hours of student work the following week to finish the course material.
  - Summer or intersession course only

19. 3 credit "two week" intensive summer or intersession course
- requires 3 weeks of student work
  - meets for 5 days, 4 hours per day (240 minutes) *for two weeks (10 class sessions)*.
  - expectation of approximately 3 1/2 hours (200 minutes) of additional work each day the class meets *for two weeks*.
  - expectation of an additional 30-40 hours of student work the following week to finish the course material.
  - Summer or intersession course only

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20. 3 credit studio arts course
- 3  $\frac{1}{3}$  hours per week (200 minutes) per week class time
  - expectation of approximately 4 hours (250 minutes) of student work per week outside of class

21. 3 credit learning community integrative seminar
- 2  $\frac{1}{2}$  hours (150 minutes) per week class time.
  - expectation of approximately 5 hours (300 minutes) of student work per week outside of class

## Four Credit Courses

22. 4 credit class
- 3  $\frac{1}{3}$  hours (200 minutes) per week class time
  - expectation of approximately 6  $\frac{2}{3}$  hours (400 minutes) of student work per week outside of class

23. 4 credit Studio Arts Course
- 3  $\frac{1}{3}$  hours (200 minutes) per week class time
  - expectation of approximately 6  $\frac{2}{3}$  hours (400 minutes) of student work per week outside of class

24. 4 credit course, intensive
- 2  $\frac{1}{2}$  hours (150 minutes) per week class time
  - expectation of approximately 7  $\frac{1}{2}$  hours (450 minutes) of student work per week outside of class
  - normally taught at 300 level or above
  - some areas of intensive focus include writing, collaboration and leadership, honors, technology

25. 4 credit First Year Seminars
- 3  $\frac{1}{3}$  hours (200 minutes) per week of class time
  - expectation of approximately 6  $\frac{2}{3}$  hours (400 minutes) of student work per week outside of class
  - 50 minutes per week may be structured in a flexible format, such as writing workshops, individual or small group instruction, or structured online activities

26. 4 credit course with experiential learning
- 2  $\frac{1}{2}$  hours (150 minutes) per week class time
  - expectation of approximately 40 hours experiential learning per semester
  - expectation of 5 hours (300 minutes) of student work per week outside of class

27. 4 credit lecture/lab course
- 2  $\frac{1}{2}$  hours (150 minutes) per week in class
  - 120-240 minutes per week in lab
  - expectation of approximately 4 hours of student work per week outside of class

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- class and lab may be integrated to produce a 5-6 hour per week combined experience

## 28. 4 credit lab intensive course

- 8 hours (480 minutes) per week in lab
- expectation of approximately 2 hours (120 minutes) of student work per week outside of class

## 29. 4 credit course with practicum

- 2 1/2 hours (150 minutes) per week in class
- 6 hours (360 minutes) per week in placement
- expectation of approximately 1 1/2 hours (90 minutes) of student work per week outside of class

## 30. 4 credit course with travel component

- 2 1/2 hours (150 minutes) per week in class
- expectation of approximately 5 hours (300 minutes) of student work per week outside of class
- a weeklong travel component (at least 8 hours/day) that also includes additional outside work such as a journal, a paper, or a laboratory component.

### Five Credit Courses

## 31. 5 credit First Year Seminar lecture/lab course

- 2 1/2 hours (150 minutes) per week in class
- 2-4 hours (120-240 minutes) per week in lab
- expectation of approximately 6 2/3 hours (400 minutes) of student work per week outside of class
- class time (including writing instruction) and lab time may be integrated to produce a 4 1/2 -6 1/2 hour (270-390) minutes) per week combined experience
- Of the potential 270-390 minutes of combined class/lab time, at least 50 minutes per week will be devoted to writing instruction and may be structured by the faculty member in a flexible format and setting, such as writing workshops, individual or small group instruction, or structured online activities

### Variable credit courses

## 32. Internships

<u>Credit</u>	<u>Time on site/week</u>
3	8 hrs. (480 minutes)/min. 112 hours (14 wks. avg.) – most Depts. 12 hrs. (720 minutes)/min. 168 hours (14 wks. avg.) – Business
6	16 hrs. (960 minutes)/min. 224 hours (14 wks. avg.) – most Depts. 24 hrs. (1440 minutes)/min. 336 hours (14 wks. avg.) – Business
9	30-35 hrs. (1800-2100 minutes)/min 420 hours (14 wks. avg.) - All

### Internship

An Internship student observes and participates in professional activities in public or private organizations. May be part-time, full-time domestic, or full-time international. The faculty member

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supervising the internship assesses the student's work and final product. Credit value is assigned depending on the scope of the project.

## 33. Directed Study, Independent Study, Independent Research, and Thesis

The amount of faculty contact time depends on the type of work involved.

Credit	Hours/semester
1	37 1/2
2	75
3	112 1/2
4	150

### **Directed Study, Independent Study, Internship, Senior Thesis and Independent Research**

#### **Directed Study**

A Directed Study is a special course that allows an individual student to pursue the in-depth study of a topic. The faculty member meets on a weekly basis with the student, defines the content of the directed study, defines the mechanisms of evaluating student progress and assesses the student's performance. Credit value is assigned depending on the scope of the project.

#### **Independent Study**

Independent Study is a student-driven investigation of a topic or field. The student pursues a line of inquiry with oversight, but only occasional direct aid from a faculty member. The faculty member reviews the scope and design of the project, meets periodically with the student during the semester, and defines the mechanisms of assessing student progress and achievement. Credit value is assigned depending on the scope of the project.

#### **Independent Research**

Independent Research is either part of the research program of a faculty member or research designed independently by the student. This research is performed with close faculty guidance. The faculty member reviews the scope and design of the project, works directly with the student during the semester, defines the mechanisms of assessing student progress, and assesses the student's progress towards completion of the research. Credit value is assigned depending on the scope of the project.

#### **Thesis**

A Thesis involves independent scholarly work by the student, resulting in a substantial written document, performance, or other form of creative expression. The faculty member approves the topic and directs, reviews, and assesses the quality of the thesis. Credit value is assigned depending on the scope of the project.

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## Summer Online Template

### 34. Summer Online Course Template

The following is the number of hours of student work expected per number of credits and the minimum number of hours of faculty-student interaction recommended.

<u>Credit</u>	<u>Hours /semester</u>	<u>Min hours of faculty-student interaction</u>
1	37 ½	4
2	75	8
3	112 ½	12
4	150	16

Student work may consist of reading; watching or recording video; watching recorded faculty lectures; completing writing assignments; posting in discussion forums or making recordings for voice-thread forums; completing assignments utilizing educational software; taking quizzes and tests; and other work as assigned. Faculty-student interactions may include video conferencing, synchronous and asynchronous discussion forums, emails, and more.