

Class Schedule Type – Revised 9/12/19

Code	Brief Description	Description	Workload	Contact Hours (Lecture, Lab, or Other)
L	Lecture Course	Traditional course which meets in a classroom or online setting. A student credit hour represents 1 hour per week of scheduled class time.	Equals lecture contact hours. The following exceptions will apply – - Lecture courses with a co-requisite lab (B) with multiple sections will be attributed one additional workload hour. - Workload hours will be doubled for courses with enrollment of 100 or above.	Lecture
LF	Lecture/Work or Field Experience Course	Course which combines the traditional components of a lecture course and an experiential component that may take place in a lab or other setting. Examples include workshop courses, preschool child lab, archeology field work, dietetics courses, interior design studio courses, etc.	Equals student credit hours.	Lecture and Lab Or Lecture and Other
LB	Lecture/Lab	Course which combines the traditional components of a lecture course and an experiential component which requires either – a) special purpose equipment for student participation and experimentation and therefore meets in a laboratory or studio setting or b) faculty supervision for a student to work directly with a client These courses require significant faculty involvement in set up and tear down or supervision. Examples include chemistry and agriculture courses that combine the lecture in the same course number as the lab.	Equals lecture contact hours plus 0.75 instructional workload hours per lab contact hour.	Lecture and Lab Or Lecture and Other
B	Lab/Clinical/Studio Course	Experience course which requires either – a) special purpose equipment for student participation and experimentation and therefore meets in a laboratory or studio setting or b) faculty supervision for a student to work directly with a client These courses require significant faculty involvement in set up and tear down or supervision. May be a co-requisite listing to a lecture course. Examples include nursing clinicals, art studio classes, chemistry and biology lab courses, etc.	Equals 0.75 instructional workload hours per lab contact hours. The following exceptions will apply – - Faculty supervising Communication Disorder clinicals will receive 3 instructional workload hours for every 3 students. Clinicals are CD603 and CD402.	Lab Or Other
A	Activity	Course during which a student learns a sport, trade, hobby or other skill through hands on practice. Practice may include individual work time or group work time. Some lecture time may be involved as well. Examples include Aerobics, dance, math labs, etc. This does not include Music Private Lessons & Music Theatre Voice Lessons.	Equals student credit hours.	Lab or Lecture or Other
PL	Private Lessons	Music Private Lessons & Music Theatre Voice Lessons. No other courses in Music or Theatre & Dance should be coded as PL classes.	Equals 0.334 instructional workload hours per student credit hour generated for private lessons. Based on Enrollments as of the census one date - Last day to add a course for the semester or	Lab

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			8-week session per the Academic calendar	
ED	Student Teaching	The supervised placement of a student in a school setting to apply the student's classroom learning, theories and experiences.	Equals 0.6 instructional workload hours per student enrolled as of the census one date - Last day to add a course for the semester or 8-week session per the Academic calendar	Other
D	Independent Study/Directed Reading/Thesis	Course offerings must be approved by the Dean and Provost. These courses require self-directed work that may culminate in an independent project such as a dissertation, thesis, report, or publication. Assignments may include data collection, experimental work, data analysis, or the preparation of a manuscript. Examples include special topics courses, special problems courses, thesis courses, or directed readings courses.	There is no instructional workload associated with this course type. Instead faculty will be compensated on a per headcount basis based on enrollments as of the census one date - Last day to add a course for the semester or 8-week session per the Academic calendar Please check the Provost's website for the current rate. The following exceptions will apply – <ul style="list-style-type: none"> - Faculty supervising a minimum of 15 undergraduate students/10 graduate students and showing significant pedagogy by the instructor may be considered for 3 credit hours of load with the approval of the Dean and Provost. 	Other
I	Internship/Practicum	Course offerings must be approved by the Dean and Provost. These courses require the supervised placement of a student in a professional setting to apply the student's classroom learning, theories and experiences.	There is no instructional workload associated with internship supervision. Faculty will be compensated on a per headcount basis based on enrollments as of the census one date - Last day to add a course for the semester or 8-week session per the Academic calendar Please check the Provost's website for the current rate. The following exceptions will apply – <ul style="list-style-type: none"> - Faculty supervising a minimum of 15 undergraduate students/10 graduate students and showing significant pedagogy by the instructor may be considered for 3 credit hours of load with the approval of the Dean and Provost. - Counseling faculty will receive three credit hours of workload for every six students enrolled in a practicum and three credit hours 	Other

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			<p>of workload for every 12 students enrolled in an internship. Proration could occur if Accreditation FTE is not met.</p> <ul style="list-style-type: none"> - Applied Behavior Analysis faculty will receive six credit hour of workload for every ten students enrolled. To maintain the required student to faculty ratio, this will be prorated based on enrollment. - Educational Leadership faculty will receive three credit hours of workload for every ten students enrolled. To maintain the required student to faculty ratio, this will be prorated based on enrollment. 	
E	Proficiency Assessment	Some form of assessment required during the degree program to determine concept mastery prior to enrolling in subsequent degree courses. Assessment may be the form of an examination, a portfolio, or other activity.	There is no instructional workload associated with this course type.	Other

Regardless of course type, to receive full workload the faculty member must be fully responsible for the section and sections cannot be cross-listed. If the faculty member is co-teaching a course or supervising a graduate teaching assistant, the workload should be adjusted accordingly. If the course is cross-listed, the workload should be evenly divided amongst sections.