

Approved by the Faculty Senate, March 20, 2014

FS 13/14-80/GSPC/EC

Credit Hour Policy Amendment Of FS 12/13-142/CPC/GSPC/EX
(<http://www.csus.edu/acaf/academic%20resources/policies%20and%20procedures/Credit%20Hour%20Policy.html>)

The Faculty Senate recommends the adoption of the following language regarding contact hours for credential course in the Credit Hour Policy effective immediately.

III. Guidelines for Contact Hours for Credential Courses

A. Lecture or Discussion: One weekly contact hour per credit.

B. Seminar

For each seminar, the average number of weekly contact hours may range from 2/3 of an hour to 2 hours per credit

1. There may be fewer contact hours per week for seminars which have higher expectations for outside independent work.
2. There may be more contact hours per week for seminars which have lower expectations for outside independent work.

C. Lab

Generally two types of lab experiences are offered:

1. Practical learning experiences in specially equipped facilities and specially designed learning contexts. Characterized by the candidates performing some activity designed to enhance understanding or knowledge of a particular topic, with the goal of candidate demonstration of an appropriate skill (i.e. a providing clear instructions, observing teaching while using a protocol, implementing concept attainment strategies, conducting student assessments), typically a minimum meeting of 50 minutes or more per week for 1 credit hour. Typically, outside preparation time of 50 minutes per week for 1 credit hour.
2. Field application experiences based on content learned in a course. These field experiences use local educational settings as the learning “lab.” In the course, candidates learn about particular situations, behaviors, processes and protocols. In the learning “lab,” they use a framework provided through their course to execute this learning “lab” (usually a set of guidelines about where to observe and what observational data to collect). These learning “lab” experiences do not typically involve participation or actions from the candidate, who takes on a primarily observational role. They are monitored by instructors via specific assignments that the candidate must complete as part of the learning lab experience. The lab typically requires a minimum of 30 hours of lab experience and an additional 10 hours of preparation time per one unit of credit.

D. Clinical Experiences

Clinical experiences are defined as “a part of the program that allows for observation, participation, studies of individual pupils or clients, individual field work, and practicums both on and off campus.” Required pre-service clinical hours (clock hours) in teacher education programs are generally associated with specific “field experience” or “student teaching” courses, receive course credit, and are graded “CR/NCR.” Credit for clinical experiences in other programs is determined in accordance with recommendations of their specific accrediting bodies or applicable state regulation, typically a minimum meeting of 160 minutes or more per week of contact/”on site” time and non-contact/”off site” preparation time for 1 credit hour. Generally, more required credit hours for a specific clinical experience involves greater levels of complexity, responsibility, skill and time as well as a greater number of learning outcomes assessed.

1. **Supervised Field Experience:** a type of clinical experience that occurs primarily in an authentic professional context/setting. Candidates have limited responsibilities and execute a narrow range of tasks independently. All work is completed under the supervision of an in-service practitioner. All work is supervised and evaluated (by the in-service practitioner or proxy and/or a university supervisor).
2. **Supervised Student Teaching/Intern:** another type of clinical experience that occurs primarily in an authentic professional context/setting. Candidates take on considerable responsibilities and execute a wide range of tasks independently. By the end of the student teaching/intern experience, candidates’ daily responsibilities and tasks should mirror those of the in-service professional. All work is completed under the supervision of an in-service practitioner. All work is supervised and evaluated (by the in-service practitioner or proxy and/or a university supervisor). Student teaching/interning is typically the culminating clinical experience in a program.

E. Professional Practice: Professional practice is defined as “one or more credit-generating, academic/career related, salaried or non-salaried work experiences.” Professional Practice work sites are located on the University campus and with business, industry, government and other agencies and organizations outside the University campus.

1. At least one full-time five-day week of professional practice or the equivalent over a longer period of time will be required for one credit hour.
2. Depending on specific curriculum, programs may require more than one week in order to award one credit hour.

F. Independent Study

Independent Study will represent a minimum of three hours of student work per week per credit hour throughout the course of the semester or the equivalent work distributed over a different period of time.

G. Workshops and Contract Courses

Workshops and Contract Courses: Credit bearing courses offered for special populations by special arrangement will meet regular academic credit hour standards.

H. Distance Education, Internet and Hybrid (Blended) Courses

Credit hour policy is consistent with the standards of courses offered through face to face instruction, although some or all of content and faculty-student interaction occurs through one or more forms of distance education.

All definitions and standards apply equally to courses offered both on and off campus. Distance education, internet and hybrid (blended) courses adhere to campus standards for e-Learning and to credit hour policies adopted by the campus for different categories of courses.

Carried.