Directed Studies and Individual Studies Courses
As defined in Administrative Policy Course Numbering: Twin Cities, Crookston, Morris, Rochester, a directed study is “a course in which a student designs and carries out an independent project under the direction of a faculty member. Directed study courses may be taken for variable credit and special permission is needed for enrollment.” Directed Studies is for lower-division; Individual Studies is for upper-division directed studies.

These courses count toward load, but do not count toward overload (UEA agreement 251.250). Use these formulas to calculate workload:

- For one-credit studies, 1-3 students=0.3 credits; 4-5 students=0.6 credits; 6+ students=1.0 credits.
- For two-credit studies, 1-3 students=0.6 credits; 4-5 students=1.2 credits; 6+ students=2.0 credits.
- For three-credit studies, 1-3 students=1 credit; 4-5 students=2 credits; 6+ students=3.0 credits.
- For four-credit studies, 1-3 students=1.5 credits; 4-5 students=2.5 credits; 6+ students=4.0 credits.

Internship and Practicum Courses
A course in which a student acquires a supervised experience in an occupation, profession or pursuit of interest.

Each student counts as 0.15 credit.

Laboratory Courses
Laboratory classes provide students with first-hand experience with course concepts and with the opportunity to explore methods used in the discipline.

2 contact hours = 1 credit

Activity and Studio Courses
A course that emphasizes group-based and individual projects that are performance oriented.

2 contact hours = 1 credit

Student Teaching Courses
A course in which a student who is preparing to be a teacher observes classroom instruction and performs closely supervised teaching in a B-12 setting.

Student teaching that does not include edTPA counts as 0.5 credits per student.
Student teaching that does include edTPA teaching counts as 1.0 credit per student.

ECE 4883 Student Experience in Program Management is calculated at 0.5 credits per student. AGED 4600, 4700, 4800, and 4900 are taught concurrently. AGED 4900 includes edTPA. Workload for all four courses is calculated as 1.0 credit per student in AGED 4900.
**Upper/Lower Division Courses**
If the same course is listed as either upper or lower division credit (such as choir), but taught at the same time, it counts only once toward faculty load.

**Cross-Listed Courses**
A cross-listed course is a single course offered collaboratively between two departments or academic programs. Cross-listed courses have two or more prefixes, but will share the same title, credits, description, outcomes, meeting time and days, instructor(s), and attributes such as repeatability. Course prerequisites for cross-listed courses should be comparable. The completion of a cross-listed course will meet any program requirement for the other cross-listed course.

A cross-listed course counts once toward faculty load.

**Team Teaching**
In the case where a course is team taught by two or more members, the credits will be distributed equitably between the members, as agreed prior to beginning to teach the course.

**Release Time Credits**
Release time that has been formally approved by the Department Head and the Vice Chancellor for Academic Affairs. Faculty with research release time are not eligible to receive overload payment, except as noted in below in the Advising, HON 4030, and 3994 Undergraduate Research sections of these workload protocols.

**Advising**
Number of advisees does not count toward load unless a member has more than 35 advisees. Use average for the year. If the average number of advisees for the year for a member is over 35, each advisee over 35 will count as 0.075 credit hour. While not normally eligible for overload, a faculty member with research release time will be eligible for overload based on the calculated advising credits.

Use this formula:
(Average number of advisees for the year - 35) x 0.075 = Total Credits

**HON Courses**
For one-credit HON 4010, the faculty member teaching the course as instructor of record will receive one credit toward teaching workload. Faculty members who work as subject matter experts with HON 4010 students will receive no workload credit for HON 4010 consultation.

For HON 4030 instructors of record, use this formula:
Each student counts as 0.5 credits, up to a three-credit maximum per faculty member per fiscal year. HON 4030 workload credits will count toward load and overload. While not normally eligible for overload, a faculty member with research release time will be eligible for overload based on the calculated HON 4030 credits.
**3994 Undergraduate Research.**
Use this formula for instructor of record:
Each student counts as 0.5 credits, up to a three-credit maximum per faculty member per fiscal year. 3994 workload credits will count toward load and overload. While not normally eligible for overload, a faculty member with research release time will be eligible for overload based on the calculated 3994 credits.