

University of Minnesota Crookston Protocols 2019-2020

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 = 0.30 credits or 0.40 contact hours; 4-5 students = 0.60 credits or 0.80 contact hours; 6+ students = 1.0 credits or 1.33 contact hours.
- For two-credit studies, 1-3 students = 0.60 credits or 0.80 contact hours; 4-5 students = 1.20 credits or 1.60 contact hours; 6+ students = 2.0 credits or 2.67 contact hours.
- For three-credit studies, 1-3 students = 1.0 credit or 1.33 contact hours; 4-5 students = 2.00 credits or 2.67 contact hours; 6+ students = 3.0 credits or 4.0 contact hours.
- For four-credit studies, 1-3 students = 1.50 credits or 2.0 contact hours; 4-5 students = 2.50 credits or 3.33 contact hours; 6+ students = 4.0 credits or 5.33 contact hours.

Internship and Practicum Courses

A course in which a student acquires a supervised experience in an occupation, profession or pursuit of interest. Internship and practicum courses can count toward overload.

Each student counts as 0.15 credit or 0.20 contact hours.

Laboratory Courses

Laboratory classes provide students with first-hand experience with course concepts and with the opportunity to explore methods used in the discipline. Lab courses will count toward load and overload.

1.0 credit = 2.0 contact hours

Activity and Studio Courses

A course that emphasizes group-based and individual projects that are performance oriented. Activity and studio courses will count toward load and overload.

1.0 credit = 2.0 contact hours

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 courses will count toward load and overload.

Student teaching that *does not include* edTPA counts as 0.50 credits per student.
Student teaching that *does include* edTPA teaching counts as 1.0 credit per student.

ECE 4883 Student Experiences in Program Management is calculated at 0.50 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 Credits or Time

Release credits or time that have been formally approved by the Unit Head and the Vice Chancellor for Academic Affairs are calculated on a 3:4 ratio (i.e., 3.0 credits = 4.0 contact hours) and count toward load and overload except as noted below.

Research release used to fill to the maximum load (typically 12.0 credits/16.0 contact hours) for a term shall not be adjusted downward due to overloads in another term. Research release beyond the maximum load for a term may be applied to the other term in that academic year¹ but shall not count toward overload.

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 or 0.10 contact hour. Credits or contact hours for advising above an average of 35 students for the year will count toward load and overload.

Use these formulas:

¹ "Academic year" as used in this document shall correspond with the university calendar. Thus the May and summer terms in 2020 are a part of the 2019-2020 academic year.

- (Average number of advisees for the year - 35) x 0.075 = Total Credits
- (Average number of advisees for the year – 35) x 0.10 = Total Contact Hours

HON Courses

For one-credit HON 3010 Honors Option, each student counts as 0.15 credit or 0.20 contact hours up to a 3.0 credit or 4.0 contact hour maximum per faculty member per academic year.

For one-credit HON 4010, the faculty member teaching the course as instructor of record will receive 1.0 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, each student counts as 0.50 credits up to a 3.0 credit maximum per faculty member per academic year or each student counts as 1.0 contact hour up to a 6.0 contact hour maximum per faculty member per academic year.

Honors credits and contact hours count toward load and overload.

2994/3994 Undergraduate Research.

For 2994/3994 instructors of record, each student counts as 0.50 credits up to a 3.00 credit maximum per faculty member per academic year or each student counts as 1.0 contact hour up to a 6.0 contact hour maximum per faculty member per academic year.

2994/3994 workload credits will count toward load and overload.