

Andrews University

Schedule Type Definitions

The Schedule Type definitions outlined below are written within the framework of the following official Andrews University Credit Hour Definition:

One semester credit hour at Andrews University is earned through academic work during a period of fifteen weeks, averaging three hours per week in programs for which the regular semester class load is higher than 12 semester credit hours and four hours* per week in programs for which the maximum semester class load is 12 semester credit hours. Academic work contributes to established intentional learning outcomes and is verified by evidence of student achievement.*

Academic work includes:

- 1. One hour* per week of direct faculty-student contact; and*
- 2. Out-of-class student work during the remaining time.*

For intensives or other classes that do not meet for fifteen weeks, an equivalent amount of direct faculty-student contact and out-of-class student work is required.

An equivalent total amount of academic work is also required in activities such as laboratory, independent study, practicum, studio, distance, tours and other learning modalities. More time may be expected for co-op work, internships and similar applied learning experiences where learning may take longer to achieve.

***One hour in this document is equivalent to a minimum of 50 minutes**

The above official Credit Hour Definition implies that one semester credit hour requires:

1. 15 hours of direct faculty-student contact.
2. Out-of-class student work for two hours per week during 15 weeks or equivalent in programs for which the regular semester class load is higher than 12 semester credit hours, and three hours per week during 15 weeks or equivalent in programs for which the maximum semester class load is 12 semester credit hours. Time allotted may include out-of-class activities taking place before the beginning, during and after the end of the time span specifically dedicated to direct faculty-student contact.

A - Lecture: Oral presentation and other faculty-directed learning activities combined with various student-participation strategies

Direct faculty-student contact: 15 hours per semester credit hour

Out-of-class student work: 30 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 45 hours per semester credit hour in programs for which the maximum semester class load is 12 semester credit hours

Attendance: Both faculty or substitute and students required to attend regularly

B - Lab: Student hands-on activity in laboratory setting under guidance and supervision provided by faculty or faculty assistant

Direct faculty-student contact: Three to four hours per week for 15 weeks or equivalent (or a total of 45 to 60 hours) per semester credit hour

Out-of-class student work: Typically not required

Attendance: Both faculty or lab assistant and students required to attend regularly

BL - Blended Learning: A combination of face to face, online live, online asynchronous faculty presentation and other faculty-directed learning activities combined with various student-participation strategies⁴

Direct faculty-student contact: For the 15 hours per semester credit hour, a combination of face-to-face in class time and online faculty-directed learning activities; OR direct faculty-student contact hours delivered as a face-to-face intensive

Out-of-class student work: As needed to reach 45 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 60 hours per semester credit hour in programs for which the maximum semester class load is 12 semester credit hours

Attendance: Both faculty or substitute and students required to interact in person, online live, or online asynchronously regularly

⁴A blended learning course includes some time where the faculty and students are physically separated from each other and additional time where the faculty and students are in the same location. Blended learning scenarios include a face-to-face class that has reduced face-to-face time replaced with extended online assignments or a short intense face-to-face time supplemented with online learning activities. The blended learning course format may use the online activities to ensure that the course meets the credit hour definition requirements. The online portion of this type of course must meet the description of interactive online courses listed above. (This matches the federal definition for distance education.) Tours and intensives are also classified at Andrews University as a form of blended learning.

EA – Equivalency Assessment: Assessment such as portfolio or examination evaluated by a qualified faculty to determine proficiency equivalence to learning outcomes of a given course.

Direct faculty-student contact: As needed for the purpose of evaluation

Out-of-class student work: Equivalent amount of learning completed previously as demonstrated through the assessment

Attendance: As needed for the purpose of evaluation

I - Independent: Student-centered study based on learning material provided or directed by faculty upon formal agreement between faculty and student. ***Not to be used in replacement of a regular lecture course***

Direct faculty-student contact: As needed to set up agreement and submission of reports or for evaluation/assessment

Out-of-class student work: 45 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 60 hours per semester credit hour in programs for which the maximum semester class load is 12 semester credit hours

Attendance: Not required or expected

K - Flight Training: Hands-on one-on-one training and practicum with direct faculty involvement

Direct faculty-student contact: 45 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 60 hours per semester credit hour in programs for which the maximum semester class load is 12 semester credit hours

Out-of-class student work: As needed

Attendance: Required to both faculty and student

M - Seminar: Student-centered activity involving presentation of research results based on specific topics distributed among participating students on the first class meeting

Direct faculty-student contact: 15 hours per semester credit hour

Out-of-class student work: 30 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 45 hours per semester credit hour in programs for which the maximum semester class load is 12 semester credit hours

Attendance: Both faculty or substitute and students required to attend regularly

N - Interactive Online: Online live or asynchronous faculty presentation and other faculty-directed learning activities combined with various student-participation strategies²

Direct faculty-student contact: 75% or more of contact time is accomplished with online faculty-directed learning activities (*such as synchronous audio or video meetings; or regular substantive interaction in an online asynchronous learning community*) totaling 15 hours per semester credit hour

Out-of-class student work: Learning activities as needed to reach 45 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 60 hours in programs for which the maximum semester class load is 12 semester credit hours

Attendance: Only as requested by faculty or agreed upon between faculty and students

²*Interactive online courses use the Internet to deliver instruction to students who are separate from the instructor. Interactive online courses use the Internet to support regular and substantive interaction between the students and the instructor. This regular substantive interaction includes a significant amount of interaction initiated by the instructor. Interactive online courses may use synchronous (real-time) meetings, or an asynchronous paced format. Technologies may include: The Internet, satellite or room-based videoconferencing, web-conferencing, audio-conferencing, or web-based videoconferencing. DVDs, podcasts, streaming and similar one way media may be used only if they are used in conjunction with another technology that facilitates regular and substantive interaction between students and the instructor. (This matches the federal definition for distance education.)*

O - Music Organization: Membership in a musical (vocal or instrumental) organization, with active participation in scheduled rehearsal and performance events

Direct faculty-student contact: As required for orientation, to set up agreement and to meet scheduled rehearsal and performance events

Out-of-class student work: As needed to reach 45 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 60 hours in programs for which the maximum semester class load is 12 semester credit hours

Attendance: Both faculty or substitute and students required to attend regularly

P - Practicum: Student-centered activities taking place in a setting appropriate to meet professional requirements in certain programs, including such specific modalities as field work, clinical or internship

Direct faculty-student contact: As needed for orientation, to set up agreement and for submission of reports or for evaluation/assessment; adjunct faculty frequently involved in direct supervision

Out-of-class student work: A minimum of 45 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 60 hours in programs for which the maximum semester class load is 12 semester credit hours

Attendance: Presence in practicum setting required as prescribed above

S - Studio: Student-centered learning in a setting related to practical application of professional knowledge

Direct faculty-student contact: Available on regularly scheduled times for direct supervision of a number of students concurrently, for submission of reports and for evaluation/assessment; the number of hours should be enough to comply with specific professional accreditation requirements
Student work: 45 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 60 hours per semester credit hour in programs for which the maximum semester class load is 12 semester credit hours
Attendance: Presence required as prescribed above

SP - Self-Paced: Student-centered study based on instructional materials provided to the student either by mail or electronic means¹

Direct faculty-student contact: As needed (75% or more of the contact time is via distance)
Out-of-class student work: Learning activities as needed to reach a total of 45 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 60 hours in programs for which the maximum semester class load is 12 semester credit hours
Attendance: Only as requested by faculty/student or agreed upon by both parties

¹Self-paced courses are offered where instructional materials and examinations are provided by mail or electronic transmission to students who are separated from the instructor. Interaction between the instructor and the student is limited and is primarily initiated by the student. Self-paced courses may be delivered via paper, via electronic means such as email or a learning management system, or via DVDs, podcasts, streaming or similar one-way media transmission. (This definition aligns with the federal definition for correspondence courses.)

W - Workshop: Hands-on learning in a setting combining limited theory plus practical application of knowledge

Direct faculty-student contact: 15 hours per semester credit hour
Out-of-class student work: 45 hours per semester credit hour in programs for which the regular semester class load is higher than 12 semester credit hours, and 60 hours per semester credit hour in programs for which the maximum semester class load is 12 semester credit hours
Attendance: Both faculty or substitute and students required to attend regularly

³In a Workshop learning schedule type, the amount of time dedicated to faculty-student contact may decrease and the out-of-class student work increase in cases when learning objectives can be better achieved if this is done. The total amount of time must remain the same.