

Contact Hours Guideline

| Guidelines |
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| <ul style="list-style-type: none"> • Contact hours are reported as Per Semester (not Per Week) • Report all hours in the Contact Hours field on the Curriculum forms • Indicate what type of hour (see list for suggestions) • Indicate "hours" after each type, Ex. 30 lecture hours per semester • Do not spell out the numbers; use the actual number • Do not use "laboratory" use lab • Do not use periods • Do not use "and" - use commas to separate items • Use a / for combinations of two types • Lecture hours may not be combined with lab hours – report lecture hours separately |

| Hour Types |
|-------------------|
| activity |
| clinical |
| field |
| independent study |
| internship |
| lab |
| lecture |
| observation |
| practicum |
| private lesson |
| studio |
| volunteer work |

| Guide | Example |
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| # (type) hours per semester | 15 lecture hours per semester |
| # (type) hours, # (type) hours per semester | 15 lecture hours, 30 lab hours per semester |
| # (type), # (type), # (type) | 75 lecture hours, 60 lab hours, 15 clinical hours per semester |
| # (type/type) hours per semester | 10 studio/lab hours per semester |
| # (type) hours, # (type)/(type) hours per semester | 3 lecture hours, 3 lab/field hours per semester |
| # (type) hours with faculty per credit hour per semester | 10 studio hours with faculty per credit hour per semester (often used for special topics (T) courses) |
| Minimum of # (type) hours per semester | Minimum of 315 clinical hours per semester |
| Average of # (type/type) hours per semester | Average of 15 lab/practicum hours per semester |