

Contact Hours

Guidelines
<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 Curriculog 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

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

Guide	Example
# (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 lecture/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