II. Preparation of Course Proposals.

A. Special Instructions for Completing Sections within the Box on the Course Proposal

3. Number of Hours: The number of hours per week proposed by the department should be specified as to lecture, seminar, discussion, workshop, colloquium, laboratory, practicum, research, studio, screening, consultation, field, internship, individual study, extra reading, or other activity term paper. If none of these terms adequately describe the work, the hours may alternately be designated as "activity." The category "activity" may also be used for hours with varying content (e.g., students choose from screening, extra reading, and field trips). Hours per week per unit of credit may not be less than, but may exceed, those listed in the following guidelines:

a. One unit for each hour per week of lecture, seminar, discussion, workshop, colloquium, or consultation. Discussion is assumed to mean that the class meets regularly each week for the purpose of group consideration of course materials as distinct from lecture. The designation of one hour for "consultation" implies a regularly assigned meeting of one hour with each student each week. If such consultation is less, the unit assignment must be appropriately adjusted.

It is understood that a minimum of two hours of outside reading or other preparation is expected each week for each hour of lecture, seminar, consultation or discussion.

b. One unit for each two to three hours per week of studio, which includes performance or individual practice.

c. One unit for each three hours per week of laboratory, practicum, field work, screening, internship, clinic, thesis, tutorial, and similar assigned problems activity.

d. One unit for three hours of outside reading or other preparation each week is expected for individual study, research, extra reading, term paper, etc. These categories imply that the reading or research effort exceeds the standard preparation to support lecture, discussion, etc. (as described in "a" above). The content of these educational activities and the method of evaluation must be described in the syllabus.
e. Internships: Internships (courses numbered 198I, 198G, 298I, 298G, 398I and 398G) have additional activity and hour requirements. See section VII in these guidelines.

A group activity (e.g., lecture, discussion) refers to class activities at which an instructor presides. An individual activity (e.g., extra reading, term paper) occurs outside of class and an instructor is not present.

The Committee on Courses may require academic units submitting courses to substantiate conformity to these guidelines.