

Policy for Standard Class Meeting Times
Appendix I
Academic Definitions

In order to interpret academic policies, everyone must use the same definitions for academic terminology. However many of the present definitions published in the Undergraduate Catalog are vague and/or are common to only one of the KSU colleges. It is proposed that the following definitions replace all previously published definitions for these terms. Several of these definitions are used in the " Kansas State University Standard Class Times" policy being considered. This document is therefore included as Appendix I of that policy. However it is desirable that these definitions be approved separately from the considerations of the " Kansas State University Standard Class Times" policy.

Definitions

Program of Study (curriculum): a list of courses from "an organized branch or department of learning" which defines a certificate, diploma, or degree of higher learning, such as a Certificate for A Graduate Emphasis in Gerontology, Associate Degree in Technology, Bachelor of Arts Degree, Bachelor of Science Degree, Master of Science, Doctor of Philosophy Degree, etc. A program of study will contain courses in the student's major, and complementary courses as required by accrediting agencies, the University, student's college, and student's department faculty.

Field: "an area, category, or division wherein a particular activity or pursuit is carried out (the field of analytical chemistry)"¹ Other examples: business, engineering, humanities, science, etc.

Major: "a subject of academic study chosen as a field of specialization ... characterized by the majority of courses required at the junior/senior level, generally from a specific academic department."¹ Examples: management, electrical engineering, philosophy, physics, etc.

Secondary major: a secondary field of specialization, generally an interdisciplinary program of study which is completed in addition to a major. These programs are administered by a director and a supervisory committee of faculty representing the various academic departments offering courses for the secondary major. Examples: American Ethnic Studies, International Studies, Natural Resources and Environmental Sciences, Women's Studies, etc.

Minor: a program of study with a minor emphasis in a field of specialization outside a student's major field of study. Minors are offered by academic departments and administered by a director, a faculty member of the academic department which offers the minor. Examples: Minor in Agronomy, Minor in Biology, Minor in Computer Science, Minor in Leadership Studies, etc.

Academic Session: a period of the year in weeks with the standard being an academic semester of 15 weeks of 75 instructional days, plus an additional week for final exams. A summer session is a period of twelve weeks containing several shorter sessions of 2, 3, 4, 6, and 8 weeks, with final exams given during the last day of class. Academic sessions may be any length as long as time is provided for an equivalent credit hour of student effort.

Course: a unit of study offered by an academic department. Courses are offered as one or a combination of different types of classes during academic sessions. The amount of effort required to achieve the defined course "outcomes" determines the number of credit hours earned. Generally this is determined by the amount of time a student spends in class (contact time) and the estimated amount of time spent outside of class to complete course assignments (see "one credit hour").

Retake: a course that a student completes an additional one or more times with the intent to earn a higher grade. There is no limit to the number times a course may be retaken.

Replacement Retake: the second time a course is completed by a student in which neither the credit or the grade points earned for completing the course the first time enrolled count towards the student's accumulative gpa. A student may have five replacement retakes, but only one per course.

Class (or course section): a period of time assigned to students to enhance their learning the course material. Faculty may use different types of classes to enhance the student's learning process. These are the lecture, recitation, laboratory, studio, and practicum.

Lectures: Course material is presented to students with the instructor using oral and/or visual techniques (blackboard, transparencies, slides, movie film, video, computers, demonstrations, etc.). Primary emphasis by the instructor is to develop the theoretical foundation for the area of study, providing additional insight not available in the text used for the class, and providing assignments to perform outside of the class periods.

Recitations: Course material is studied by students with emphasis on completing or checking the validity of class assignments, projects, or analytical problem assignments during the class period. Primary activity is the instructor presenting application examples of the theory developed in previous lectures, answering student questions, and leading individual and/or group activities.

Laboratory: Students are given assignments requiring the collection of data to prove existing theories or developing new theories, or using experimental techniques to demonstrate and reinforce the theory being studied. Generally a report about this effort is then prepared. Primary activity may involve the use of raw materials, models, various types of equipment and/or computers. A student completes the laboratory assignment by themselves or in assigned groups. The instructor may require the assignments completed during class or outside the class period (see "one credit hour"). Other KSU terms used are independent study, self-paced study, auto-tutorial, activity, seminar, field experience, and research.

Studio: Students perform tasks designed to develop specific skills such as those used in the performing arts (art, music, and theater), architecture and computer application or simulation.

Practicum: Similar to laboratories, except learning primarily involves performing specific tasks related to career objectives under the guidance of a professional in the field. Depending on the field and the situation, students will receive academic credit and/or pay for their efforts. Other KSU terms used are experiential learning, internship, COOP, work experience, pre-professional practice program, experience requirement, participation experience, student teaching, music lessons, band, chorus, production work (theater), clinical procedures, and physical education.

Independent Study: A class which allows a student to perform self-paced tasks to fulfill the requirements of the class and the credit hours enrolled. Student effort is similar to a laboratories, studios or practicums. The student is self directed with the instructor serving as a mentor and resource for the student. The level of self direction depends on the academic level of the class. A student enrolled in an independent study in senior honors research would be expected to be more self directed than a student enrolled in an independent study of intermediate algebra.

Test: A list of questions concerning material covered during a specified number of class periods. The length of time allowed for a test varies depending on the type of test. Three types of tests are used, pop-quiz, quiz, and final exam. Tests must be given during class periods, unless otherwise specified or permission has been approved by CAPP for another period of time.

Pop-quiz: A short duration test of from five to fifteen minutes, generally given at the beginning of a class period.

Quiz: A test covering the course material since the beginning of the academic session, or since the last quiz. The duration of this test is equivalent to one standard 50 minute class period.

Final exam: Generally a comprehensive test over the material covered since the beginning of the academic session or since the previous quiz, generally 110 minutes in length.

One Credit Hour: the amount of effort required to attain a specific amount of knowledge or skill equivalent to three hours of effort per week for 15 weeks. Any combination of contact time and effort outside of class is allowed. Common practice is for a lecture period to meet one hour per week, with two hours per week of outside assignment and study effort expected each week for 15 weeks, being equivalent to one academic hour of credit. A laboratory class period equivalent to an academic hour of credit would either meet for one three hour period each week for 15 weeks with all effort by the student expected to be completed during the laboratory period; or one two hour period each week for 15 weeks with one hour of student effort expected outside of the class period.

Contact Period: for a regular semester session, each academic day is divided into standard contact periods of 50 minute each and a 10 minute period for travel time between classes, or a standard 75 minute contact period and a 10 minute period for travel time between classes. In order to maintain consistency of contact time per credit hour for 8 week summer sessions, each summer session academic day is divided into standard contact periods of 60 minutes each and a 10 minute period for travel time between classes. Depending on the credit hours assigned to a course and the type of classes used for the course, different combinations of these standard contact periods are used.

Lecture/recitation classes: for each credit hour assigned, a course containing lecture or recitation classes will have one standard-contact-period class each week during the semester.

Laboratory/studio classes: for each credit hour assigned, a course containing laboratory or studio classes will have a class with three sequential standard-contact-periods each week during the semester, or a two sequential standard-contact-periods each week during the semester plus one hour of effort assigned outside of class. Traditionally the extra 60 minutes outside of class was for writing reports or completing graphics or studio assignments (defined in 1957 Faculty Handbook).

The Kansas Board of Regents require each academic year minimally consist of two sixteen week semesters totaling 150 instructional days plus five final exam days each semester. Therefore each semester contains 15 weeks of 75 instructional days (5 days per week). They also define the starting and ending dates, and require the vacation periods occur at the same time at all the Regent's schools.

The following requirements define the amount of contact time in minutes for standard class periods during a six day week (MTWTFSS). Lengths of sessions other than 16, 8, 6, 4, 3, and 2 weeks should be determined using the same methods.

For a 15 week semester (75 contact days):

A one credit hour lecture or recitation course would have one 50 minute contact period each of 15 weeks for a total of 750 minutes contact time (final exam the 16th week). It is common to expect a student to spend 2 hours of effort per week, outside of class for each hour enrolled. This additional expected 1800 minutes of effort would be used to complete assigned homework or in learning the course material. It is of interest to note that this would give a total effort time of 2550 minutes per semester, which is the same total effort as for the one credit hour laboratory/studio course per semester below.

A two credit hour lecture or recitation course would have two 50 minute contact periods each of the 15 weeks for a total contact time of 1500 minutes contact time (final exam the 16th week);

A three credit hour lecture or recitation course would have a total 15 week contact time of 2250 minutes (final exam the 16th week); and

A four credit hour lecture or recitation course would have a total 15 week contact time of 3000 minutes (final exam the 16th week).

As stated above, a typical laboratory/studio course has two formats which has been a tradition for decades:

- 1) a one credit hour laboratory/studio course with a 170 minute contact period each of 15 weeks, will have a total contact time of 2550 minutes.
- 2) a one credit hour laboratory/studio course with a 60 minute out of class assignment and a 110 minute contact period each of 15 weeks, will have a total contact time of 1650 minutes and 900 minutes effort outside of class, giving the same total effort of 2550 minutes per semester.

A multiple credit hour laboratory/studio course contact period will be based on either of the one credit hour laboratory/studio course definitions, and is simply the total effort for a one credit hour laboratory/studio course (case 1 or 2) multiplied by the number of credits awarded.

For example a two credit hour laboratory/studio course would either have 1) a contact period of 170 minutes twice a week for 15 weeks which equals $2 \times 2550 = 5100$ minutes per semester (same as $170 \times 2 \times 15 = 5100$ minutes); or 2) a contact period of 110 minutes and 60 minutes effort outside class twice a week for 15 weeks which is $110 \times 2 \times 15 = 3300$ contact minutes plus $60 \times 2 \times 15 = 1800$ minutes out of class effort equals the same total effort of 5100 minutes per semester.

Shorter academic sessions are prorated:

Prorating the semester requirements to the more common 4, 6, and 8 week summer sessions, will change the number of minutes in the standard contact period each day. Total contact time per credit hour should be within 2% of the value for a similar 15 week session class. Final exams are given during the final class periods for these sessions. Therefore for an eight week summer session:

a three credit hour lecture or recitation course has a 60 minute class period every day for 38 days, or a total 8 week summer session contact time of 2280 minutes;

a four credit hour lecture or recitation course has a 80 minute class period every day for 38 days, or a total 8 week contact time of 3040 minutes;

The similar summer six week session contains a total of 28 days. Therefore:

a three credit hour lecture or recitation course has a 80 minute class period every day for 28 days, or a total 6 week contact time of 2240 minutes;

a four credit hour lecture or recitation course has a 110 minute class period every day for 28 days, or a total 6 week contact time of 3080 minutes;

The similar summer four week session contains a total of 19 days. Therefore:

a three credit hour lecture or recitation course has a 120 minute class period every day for 19 days, or a total 4 week contact time of 2280 minutes;

The similar summer three week session contains a total of 15 days. Therefore:

a three credit hour lecture or recitation course has a 160 minute class period every day for 15 days, or a total 3 week contact time of 2400 minutes;

The similar summer two week session contains a total of 10 days. Therefore:

a three credit hour lecture or recitation course has a 230 minute class period every day for 10 days, or a total 2 week contact time of 2300 minutes.