

LIBRARY MEDIA ASSURANCE

Check One:

Library/Media resources are adequate to support this new/revised course.

Additional library/media resources are needed to support this new/revised course and we have contacted the library and/or media to request additional resources.

WORKLOAD CALCULATIONS

This section may be omitted if the course has no lab hours or if all hours use the .789 workload factor. For revised courses, complete this section only if the workload for the course should change.

Lecture Hours (10 - 12 hrs per student cr) have a workload factor of 1.0.

Lab Hours (20 - 36 hours per student cr) have a workload factor of 1.0 or .682. In order for some lab hours to have a workload factor of 1.0, they must meet BOTH of the criteria shown below**. *The total number of hours with a workload factor of 1.0 cannot exceed the number of credits the student earns.*

Please check one:

The lab hours for this class do not meet both of the criteria listed below.

The lab hours for this class meet both of the criteria listed below for the following reasons:

For classes that meet on a regular schedule and run for the full term, including a final during finals week, use the hours per week for the workload calculations below. For classes that do not meet on a regular schedule, or do not run full term, take the total number of each type of contact hour and divide by 11 to get 'weekly hours'. Round workload calculations to three decimal places.

Workload Calculation

Lecture Hrs _____ x 1.0 WCE = _____
Lab Hrs at 1.0 _____ x 1.0 WCE = _____
Lab Hrs at 0.682 _____ x .682 WCE = _____
Total Workload: _____

Workload for additional lab sections (if applicable):

Lab Hrs at 1.0 _____ x 1.0 WCE = _____
Lab Hrs at 0.682 _____ x .682 WCE = _____
Total Workload for each lab section: _____

Department/Program Chair

Date

Dean/Director

Date

* **Criteria for applying the 1.0 to some lab hours are listed below. Remember BOTH criteria must be met.

Criteria 1: In order to effectively achieve the outcomes of the course, the learning activities that occur during lab hours create work for faculty that must be accomplished **outside of** the scheduled course hours. This time required outside of lab is similar to the time required outside of a lecture class of similar length.

Criteria 2: Faculty are engaged in facilitating learning by leading demonstrations and by guiding and supervising a student's application of learned concepts during lab hours. This regular and consistent interaction requires faculty and students to be present during the lab hours.