



TITLE: Policy and Procedure Development

PROCEDURE NUMBER: 3-1-1011.1

RELATED POLICY AND PROCEDURES: 3.-1-1011 Academic Course Operative Standards

DIVISION OF RESPONSIBILITY: Academic Affairs

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June 24, 2013
Approved by Area Commission

February 2, 2015
Date of Last Review

February 2, 2015
Date of Last Revision

Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs to review and revise this procedure.

Definitions

The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses regardless of the format or mode of delivery.

A. Academic Instruction-Refers to the dissemination of information through a variety of instructional methods (lecture, lecture capture, video presentations, collaborative learning, problem-based learning, group work, etc.) with the instructor as classroom/course manager.

B. Laboratory Instruction-Refers to a structured student-centered teaching/learning experience, observation, and/or practice in a field of study.

C. Clinical Instruction-refers to a structured experience with instructor supervision, either on or off campus in which the student acquires practice in a field of study.

D. Work Experience-Refers to a supervised work experience, work experience, supervised field experience, internship, on-the-job training, apprenticeship and other like courses that

may be directly supervised by the instructor or a mentor in a field. Work experience provides the student with an employment-type situation that is directly related to and coordinated with the education program and is planned and coordinated by an instructional representative of the College with the employer.

Procedure

A. Procedural Responsibilities

1. The Vice President for Academic Affairs is responsible for program and student learning outcomes in all College academic courses.
2. Division Deans are responsible for program and student learning outcomes in all courses (traditional or Distance Learning: PEN, Hybrid, or online) offered by their division.
3. Department Heads/Academic Program Directors are responsible for program and student learning outcomes in all courses (traditional or Distance Learning: PEN, Hybrid, or online) taught by full-time and part-time instructors in their departments.
4. Each instructor is responsible for program and student learning outcomes as stated in the Course Syllabus for each course taught (traditional or Distance Learning: PEN, Hybrid, or online).

B. Course Syllabus

A current course syllabus, using the Piedmont Technical College (PTC) Course Syllabus Template is established for each course that is listed in the College's catalog and filed in the Office of Academic Affairs. Each academic division maintains a copy of all current course syllabi. Syllabi are reviewed prior to each semester by the lead instructor and revised when needed. PTC uses a common syllabus template for all courses regardless of the method of delivery. Major revisions require review by the Department Head/Academic Program Directors, Division Dean, and approval by the Vice President for Academic Affairs.

C. Instructional Period

1. Instructors are required to conduct classes through the last day of the semester, inclusive of all exams, regardless of the method of delivery.
2. Piedmont Technical College follows the federal definition of credit hour:
 - a. Federal Definition of the Credit Hour. For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates: Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time.

b. At least an equivalent amount of work as required outlined in item 2 above for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

1) Academic instruction is measured as fifty-minute periods for each one (1) credit hour per week for a standard term.

2) Laboratory instruction is measured as one (1) credit hour for three (3) fifty (50)-minute periods, or a total of 150 minutes of laboratory a week for a standard term.

3) Clinical instruction is measured as one (1) credit hour for three (3) sixty (60)-minute periods of clinical time for a standard term.

4) Work experience is measured as one (1) credit hour for five (5) sixty (60)-minute periods of work experience for a standard term.