

**CHANCELLOR'S PROCEDURES FOR POLICY**  
**705.01: Categories of Instruction for Calculation of Credit Hours**

There are six general categories of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship.

1. **Theory.** Instruction focused on principles, concepts, or ideas. Generally requires extensive out-of-class preparation prior to class each week as well as follow-up assignments. Theory instruction is the term which will be used to include lecture, recitation, discussion, demonstration, seminar, and other standard classroom instruction. Theory instruction is under the direct supervision of an instructor. Ratio: 1:1 (one hour of credit for one hour of theory instruction as defined.)
2. **Experimental Laboratory.** Instruction focused on experimentation in a classroom, laboratory, or studio through teacher-assisted, hands-on learning experiences. An experimental laboratory is generally required in conjunction with the theory of an academic course. Work is normally completed in the learning environment, but may include out-of-class assignments such as practice and/or laboratory report writing. Experimental laboratory instruction is generally under the direct supervision of an instructor. Ratio: 2:1 (one hour of credit for two hours of experimental instruction) or 3:1 (one hour of credit for three hours of experimental instruction).
3. **Practical Application Laboratory.** Experience-based instruction focused on real world activities, albeit in a simulated environment; for the purpose of developing occupational competencies related to the use of equipment, tools, machines, and other program-specific work products. A practical application laboratory is generally required in career and technical programs; requires limited out-of-class assignments per week; emphasis is in the use of equipment, tools, machines, etc. found within the lab environment. Practical application laboratory involves the development of manual skills and job proficiency and is under the direct supervision of an instructor. Ratio: 2:1 or 3:1, depending on program. (One hour of credit for two or three hours of practical application instruction).
4. **Clinical Practice.** Experience-based instruction focused on real world activities, generally in healthcare and service occupation programs, offered in a real world environment, for the purpose of developing skills related to the discipline. A clinical practice laboratory is generally required in healthcare related fields. Work is normally completed in the learning environment, but may include out-of-class assignments. Clinical Practice is under the direct supervision of an instructor. Out-of-class assignments each week are used to prepare the student for the clinical experience. Ratio: 3:1 (one hour of credit for three hours of clinical practice instruction).
5. **Preceptorship.** Advanced experience-based instruction, under the supervision of a licensed healthcare professional, for the purpose of enhancing occupational competencies. The course instructor works with the healthcare professional to determine the clinical assignments for students. The instructor must be readily

available for consultation with the healthcare professionals. Ratio: 3:1 or 5:1 (one hour of credit for three or five hours of preceptorship instruction). NOTE: programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.

6. **Internship.** Internship is the term used to include cooperative education, apprenticeships, practicums, and sponsored work instruction. Internship involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with, the educational program. Student activity in internship is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility for control and supervision of the student on the job. Work is normally completed in the learning environment but may include other assignments. Ratio: 5:1 (one hour of credit for five hours of internship instruction). NOTE: programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.