

Course Hours Information (A-E)

MATC Lecture/ Related

A Type Hours: Instructor-delivered content via multiple learning environments including face-to-face and through a variety of distance education modalities.

- Content includes lectures, presentations, discussions, and other teaching methods.
- Course outcomes, learning objectives and performance assessment criteria are specified.
- Instructor interaction is frequent or continuous.
- A Type Hours exclude clinical, independent, and individualized study, laboratory, occupational (internships/externships), practicum, scenario, simulation, and work-based learning per B-E Hour definitions.

Associate Degree/Liberal Arts Course Credit Standards

- In A Type Hours, eighteen 50-minute potential periods of instruction per term equal one associate degree credit. PHI/18 = CR
- Student outside effort: two hours for each potential period of instruction.

Technical Diploma Course Credit Standards

- In A Type Hours, thirty-six 50-minute potential periods of instruction per term equal one technical credit. PHI/36 = CR
- Student outside effort: No less than 1/2 hour for each contact hour.

MATC Lab/ Shop

B Type Hours: Hands-on and experiential learning via laboratory, scenario, simulation, shop, or other non-work-based learning experience.

- Course outcomes, learning objectives and performance assessment criteria are specified.
- Instructor interaction is frequent or continuous.
- Instructor delivers content via multiple learning environments including face-to-face and through a variety of distance education modalities.

Associate Degree/Liberal Arts Course Credit Standards

- In B Type Hours, thirty-six 50-minute potential periods of instruction per term equal one associate degree credit. PHI/36 = CR
- Student outside effort: one hour for each two potential periods of instruction.
- Technical Diploma Course Credit Standards
- In B Type Hours, thirty-six 50-minute potential periods of instruction per term equal one technical credit. PHI/36 = CR
- Student outside effort: No less than 1/2 hour for each contact hour.

C Type Hours: Independent and individualized study, instructor-led work-based learning, extended lab OR instructor-led clinicals*

Associate Degree/Liberal Arts Course Credit Standards

- In C Type Hours, fifty-four 50-minute potential periods of individualized/independent instruction per term equal one associate degree credit. PHI/54 = CR
- Student outside effort: none required.

Technical Diploma Course Credit Standards

- In C Type Hours, fifty-four 50-minute potential periods of individualized/independent instruction per term equal one technical diploma credit. PHI/54 = CR
- Student outside effort: None required.

Independent and individualized study:

- Course outcomes and learning objectives and performance assessment criteria are specified.
- Instructors manage learning, create objectives, and remotely direct.
- Instructor/student interaction schedule is set by the instructor appropriate to the learning objectives and performance objectives.
- May include hours spent in lab or shop settings where students are engaged in independent and self-directed work.

Instructor facilitated work-based learning:

- Includes on-campus work-based learning (excluding internships)
- Instructor interaction is varied and occurs as needed
- Students provide services to live clients or customers (paid or unpaid) as in salon, culinary, automotive, and others
- May include simulated work environments where instructor serves in the role as an instructor as well as an "employer"

Instructor-led clinicals:

- Includes instructor-led clinicals, instructor-led practicums, and simulations in lieu of clinicals
- Instructor directs the learning and provides direct oversight of program standards.
- Instructor provides frequent or periodic supervision.
- Content includes planned learning experiences based on identified objectives.
- Course outcomes, learning objectives, performance assessment criteria, sequencing, and student progress reporting expectations are identified and documented by faculty.

- Instructor evaluates student progress through precepted clinical on a regular/consistent basis.

Extended Lab:

- Hands-on and experiential learning via laboratory, scenario, simulation, shop, or other non-work-based learning experience where student outside effort is not required, practical or possible.
- Course outcomes, learning objectives and performance assessment criteria are specified.
- Instructor interaction is frequent or continuous.
- Instructor delivers content via multiple learning environments including face-to-face and through a variety of distance education modalities.

MATC Occ/Ind

D Type Hours: Work-based learning including internship, externship, job shadowing, and clinicals* or practicums not specified for C or E hours.

- Content includes clearly specified and documented learning criteria. Instructor and employer direct the learning.
- Course outcomes, learning objectives, performance assessment criteria, sequencing, and student progress reporting expectations are collaboratively identified and documented by instructor and employer.
- Examples of student learning may include supervised job-shadows, individual assignments, or team-based projects.
- Instructor provides direct oversight of program standards with frequent or periodic supervision.
- Employer provides direct or indirect supervision.

Associate Degree/Liberal Arts Course Credit Standards

- In D Type Hours, seventy-two hours of worked-based learning equal one associate degree credit. PHI/72 = CR
- Student outside effort: none required.

Technical Diploma Course Credit Standards

- In D Type Hours, seventy-two hours of worked-based learning equal one technical diploma credit. PHI/72 = CR
- Student outside effort: none required.

E Type Hours: Work-based experience (*E hours are used infrequently and require Education Director pre-approval*).

- Student has shown competency to work at an approved off-site employer and independently performs the occupation as any other employee with limited supervision.
- Employer works with the student to meet their learning objectives.
- Used to accommodate specific program requirements not addressed by D Type hours, including limited clinicals*.
- Discuss intended use with relevant Education Director.

Associate Degree/Liberal Arts Course Credit Standards

- In E Type Hours, two hundred sixteen hours of work-based learning experience equal one associate degree credit. PHI/216 = CR
- Student outside effort: none required.

Technical Diploma Course Credit Standards

- In E Type Hours, two hundred sixteen hours of work-based learning experience equals technical credit. PHI/216 = CR
- Student outside effort: none required

***NOTE:** Clinical experiences, including clinicals, practicums, or preceptorships, may use C, D, or E hours depending upon the degree to which instructor presence is required onsite (including, but not limited to, nursing, radiology and dental clinicals). How preceptorships are defined is a college decision. In all cases, the instructor maintains responsibility for the assessment of student learning:

C clinical hours: learning experience is instructor-led at the clinical site with instructor present all or most of the time.

D clinical hours: learning experience is directed by the instructor and delivered collaboratively by the instructor and the employer at the clinical site with instructor present some or most of the time.

E clinical hours: learning experience is directed by the instructor and delivered collaboratively by the instructor and the employer at the clinical site with instructor occasionally or rarely present at the clinical site. E hours are only used on a limited basis and require preapproval from the Health Science Education Director.

A – E Hour Differentiation Factors Table

Type	Associates Degree # of Contact Periods / Credit (Aid Code 10)	Associates Degree Outside effort required / Credit	Technical Diploma # of Contact Periods / Credit (Aid Codes 30/31/32)	Technical Diploma Outside effort required / Credit	Specified learning objectives	Faculty directed learning	Faculty Interaction	Primary Mode Examples
A	PHI/18 = CR	Yes/18-36	PHI/36 = CR	Yes / no less than 18	Yes	Yes	Frequent / Continuous	<ul style="list-style-type: none"> • Lecture • Presentations • Discussion • Other Teaching Methods
B	PHI/36 = CR	Yes/18	PHI/36 = CR	Yes / no less than 18	Yes	Yes	Frequent / Continuous	Hands-on /Experiential Learning <ul style="list-style-type: none"> • Lab • Scenario • Simulation • Shop
C	PHI/54 = CR	No	PHI/54 = CR	No	Yes	varies	Periodic	Independent / Individualized Study, extended labs, instructor-led clinicals
D	PHI/72 = CR	No, may vary based on experience	PHI/72 = CR	No, may vary based on experience	Yes	Shared	Shared / Periodic	Work-Based Learning <ul style="list-style-type: none"> • Clinical • Externship • Job Shadow • Practicum • Internship
E	PHI/216 = CR	No	PHI/216 = CR	No	No	No	Limited	Work-Based Experience <ul style="list-style-type: none"> • Indirect supervision Used infrequently