

Calculation of Class Minutes

Total minutes are calculated based on meeting times and beginning/ending dates. It is important to be accurate in the recording of meeting times and the beginning/ending dates of the section and not the term. Calculations are determined based on the type of class--whether lecture, lab, clinical, practicum and processing type.

Lecture Class

Lecture classes are based on the 800 minutes rule. That is to say a section must meet 800 minutes per credit hour for the term.

Lab Class

Lab classes are based on the 800 minutes rule. However, these classes may have both LECTURE CONTACT hours and LAB CONTACT hours. The LECTURE hours are treated as lecture minutes of 800 minutes per LECTURE hour. However, the LAB hours are treated in a 2:1 ratio. This means that for every two hours of lab the section must meet 800 minutes.

Practicum/Clinical Class

Lab classes are based on the 800 minutes rule. However, these classes may have both LECTURE CONTACT hours and LAB CONTACT hours. The LECTURE Contact hours are treated the same way as the LECTURE CLASS of 800 minutes per LECTURE Contact hour. However, the Clinical hours are treated in a 5:1 ratio. This means that for every five hours of clinical the section must meet 800 minutes. For example if a section meets for 2 hours of LECTURE CONTACT HOURS and 20 hours of LAB CONTACT HOURS, the section should meet for

- ⇒ 2 hours x 800 = 1600 minutes
- ⇒ $20/5 = 4$, $4 \times 800 = 3200$ minutes
- ⇒ Section total = 4800 minutes

You will use the first line of the MEETING DATA on the SECT screen to indicate the lecture component of the section. Then, you can use the second line of MEETING DATA to indicate the additional meetings information. If you do not have an exact location, you can use

- ⇒ EXT (for extension) in the SITE LOCATION and
- ⇒ E (for field experience/internship) in the DEL SYS.

Then you must calculate the additional time that the section meets.

Skill (formerly Proc Type 5) Class

Lecture classes are based on the 800 minutes rule. That is to say a section must meet 800 minutes per credit hour for the term.