

MSU Denver Undergraduate Curriculum Manual
Appendix A: Instructional Activity, Contact Hour, and Schedule Type Chart Revised 2/17/16

Faculty Base Contact Hours Per One Credit = 12.5 clock hours (15 50-minute hours) + 30 additional student work hours*

Student-outcome Base Work Hours Per One Credit = 45 clock hours

**Additional student work hours may vary by schedule type.*

Instructional Activity	Definition	Minimum Faculty Contact Hours	Minimum Additional Student Work Hours	Minimum number of contact/student work hours per one credit	Banner Schedule Type Code	Faculty- or Student Outcome-based Activity
Field Instruction/ Experience	Instructional activities focused on supplementing and/or extending content formally presented in a lecture or seminar course in a field-based setting, as guided by faculty.	31.25 (2.5 x base)	11.25	42.5	F	Faculty
Independent Study	Student project or other required activity with minimal involvement association with faculty direction.	Varies	Varies	45	I	Student
Internship	Work-oriented instruction involving the implementation of classroom or laboratory experiences coordinated by* a faculty member. <i>*Coordinated by generally means the faculty member defines the order or priorities of activities for the student, but is not physically present with the student.</i>	Varies	Varies	45	N	Student
Laboratory, Academic or Clinical	Instructional activities focused on student participation, experimentation, observation, or practice, as guided by faculty.	18.75 (1.5 x base)	23.75	42.5	A	Faculty
Lecture	Formal presentation of content primarily delivered by one-way communication by the faculty.	12.5	30	42.5	L	Faculty

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Instructional Activity	Definition	Faculty Contact Hours	Additional Student Work Hours	Minimum number of contact/student work hours per one credit	Banner Schedule Type Code	Faculty- or Student Outcome-based Activity
Lecture or Seminar/ Field Experience	Instructional activities focused on presentation or exploration of content either faculty-to-student and/or student-to-student, combined with instructional activities focused on supplementing and/or extending content formally presented in a lecture or seminar course in a field-based setting, as guided by faculty.	12.5 for lecture portion 31.25 for field portion	30 for lecture portion 11.25 for field portion	42.5	9	Faculty
Lecture/Lab	Instructional activities focused on presentation or exploration of content either faculty-to-student and/or student-to-student, combined with instructional activities focused on student participation, experimentation, observation, or practice, as guided by faculty.	Varies (refer to lecture and lab entries)	Varies (refer to lecture and lab entries)	42.5	B	
Lecture/Lab/ Practicum	Instructional activities focused on presentation or exploration of content either faculty-to-student and/or student-to-student, combined with both instructional activities focused on student participation, experimentation, observation, or practice, as guided by faculty, as well as work-oriented instruction involving the imple-	Varies (refer to lecture, lab, and practicum entries)	Varies (refer to lecture, lab, and practicum entries)	42.5 for lecture/lab portion 45 for practicum portion	14	Faculty for lecture/lab portion Student for practicum portion

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	<p>mentation of classroom or laboratory experience under the direct supervision* of a faculty member.</p> <p><i>*Direct supervision generally means the faculty member is physically present with the student, or within an immediate distance, such as on the same floor, and available to respond to the student's needs.</i></p>					
Lecture/Practicum	<p>Instructional activities focused on presentation or exploration of content either faculty-to-student and/or student-to-student, combined with work-oriented instruction involving the implementation of classroom or laboratory experience under the direct supervision* of a faculty member.</p> <p><i>*Direct Supervision generally means the faculty member is physically present with the student, or within an immediate distance, such as on the same floor, and available to respond to the student's needs.</i></p>	Varies (refer to lecture and practicum entries)	Varies (refer to lecture, lab, and practicum entries)	42.5 for lecture portion 45 for practicum portion	12	Faculty for Lecture portion Student for Practicum portion
Physical Education and Recreation Activity Courses	Physical education and/or instructional activities focused on the development of skill proficiencies, as guided by faculty.	25 (2 x base)	17.5	42.5	2	Faculty

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Instructional Activity	Definition	Faculty Contact Hours	Additional Student Work Hours	Minimum number of contact/student work hours per one credit	Banner Schedule Type Code	Faculty- or Student Outcome-based Activity
Practicum, Clinical Practicum	Work-oriented instruction involving the implementation of classroom or laboratory experience under the direct supervision* of a faculty member. <i>*Direct Supervision generally means the faculty member is physically present with the student, or within an immediate distance, such as on the same floor, and available to respond to the student's needs.</i>	Varies	Varies	45	P	Student
Private Instruction	Instructional activities focused on presentation or exploration of content in a one-to-one relationship, faculty to student.	6.25 .5 x 12.5 (FTE guide)	36.25	42.5	Y	Faculty
Readings	Specified readings that accompany another course or that may stand independently.	Varies	Varies	45	R	Student
Recitation: Discussion or Seminar	Instructional activities focused on the reinforcement and/or enhancement of content formally presented in a lecture or seminar course.	12.5 1 x 12.5 (FTE guide)	30	42.5	Q	Faculty
Student Teaching	Faculty supervised learning experience in which the student applies knowledge gained in the teacher education program to a classroom setting.	Varies	Varies	45	D	Student

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Instructional Activity	Definition	Faculty Contact Hours	Additional Student Work Hours	Minimum number of contact/student work hours per one credit	Banner Schedule Type Code	Faculty- or Student Outcome-based Activity
Studio - Art	Instructional and/or lab activities focused on painting, sculpture, and other artistic endeavors, as guided by faculty.	25 2 x 12.5 (FTE guide)	17.5	42.5	O	Faculty
Studio - Music	Instructional and/or lab activities focused on band, ensembles, music labs, and other musical endeavors, as guided by faculty.	31.25 2.5 x 12.5 (FTE guide)	11.25	42.5	Z	Faculty

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Instructional Activity	1 credit		2 credits		3 credits		4 credits		5 credits	
	Faculty Contact Hours	Student Work Hours	Faculty Contact Hours	Student Work Hours	Faculty Contact Hours	Student Work Hours	Faculty Contact Hours	Student Work Hours	Faculty Contact Hours	Student Work Hours
Field Instruction/ Experience	31.25 (2.5 x base)	11.25	62.5	22.5	93.75	33.75	125	45	156.25	56.25
Independent Study	N/A	45	N/A	90	N/A	135	N/A	180	N/A	225
Internship	N/A	45	N/A	90	N/A	135	N/A	180	N/A	225
Laboratory, Academic or Clinical	18.75 (1.5 x base)	23.75	37.5	47.5	56.25	71.25	75	95	93.75	118.75
Lecture	12.5 (1 x base)	30	25	60	37.5	90	50	120	62.5	150
Physical Education and Recreation Activity Courses	25 (2 x base)	17.5	50	35	75	52.5	100	70	125	87.5
Practicum, Clinical Practicum	N/A	45	N/A	90	N/A	135	N/A	180	N/A	225
Private Instruction	6.25 (.5 x base)	36.25	12.5	72.5	18.75	108.75	25	145	31.25	181.25
Readings	N/A	45	N/A	90	N/A	135	N/A	180	N/A	225
Recitation: Discussion or Seminar	12.5 (1 x base)	30	25	60	37.5	90	50	120	62.5	150
Student Teaching	N/A	45	N/A	90	N/A	135	N/A	180	N/A	225
Studio - Art	25 (2 x base)	17.5	50	35	75	52.5	100	70	125	87.5
Studio - Music	31.25 (2.5 x base)	11.25	62.5	22.5	93.75	33.75	125	45	156.25	56.25
Study Abroad	N/A	45	N/A	90	N/A	135	N/A	180	N/A	225

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Appendix B: Instructional Mode and Campus Code Chart
Revised 09/22/16

Instructional Method	Definition	Banner Instructional Method Code	Campus	Banner Campus Code
Correspondence	A course provided by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. If a course is part correspondence and part residential training, the [US Secretary of Education] considers the course to be a correspondence course. A correspondence course is not distance education.	COR		
Face-to-Face	Instructional activity conducted live in a classroom or field setting.	FTF		
Hybrid	Instructional activity that is relatively equally divided between in-class and online.	HYB		
Hybrid Mostly In-Class	Instructional activity that occurs mostly (at least 75%) in class with supplemental instructional activity occurring online.	HMC		
Hybrid Mostly Online	Instructional activity that occurs mostly (at least 75% but not 100%) online with supplemental instructional activity occurring in class.	HMO		
Online	Instructional activity that occurs 100% online with no supplemental instructional activity occurring in class.	ONL		
Self-Paced	Instructional activities in which the student is allowed to proceed through course materials at an individualized pace.	SPC		
Self-Paced Online	Instructional activities conducted online in which the student is allowed to proceed through course materials at an individualized pace.	SPO		
Study Abroad	Instructional activities conducted in and involving travel to another country, as guided by faculty.	STA		