Northern Kentucky University
Credit Hour Compliance Audit Form

PART I: PLEASE COMPLETE ONE FORM FOR EACH COURSE SECTION TAUGHT SPRING 2014

CHECK ONE:

College or Department:	Arts and Sciences	Business	Education	Health Professions	Informatics	General Education	Law
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ALL COURSE SECTIONS - COMPLETE THE FOLLOWING SECTION:

SECTION I:

Course (number and title):	
Indicate Course Delivery Format (Face-to-Face, Online, Hybrid, Module):	
Number of Weeks:	
Number of class meetings per semester (enter 0 for online): (If your course is a week-end meeting format, list 1 class meeting for each weekend and total hours for the entire weekend in the hours per class meeting)	
Credit hours awarded:	
Total hours face-to-face instruction for entire class. Example: If you are teaching a 16 week class and meet one hour per week the total would be 16	
Name of person completing form and best contact number:	

THIS FORM HAS FOUR ADDITIONAL PARTS. PLEASE COMPLETE ALL SECTIONS THAT APPLY TO YOUR COURSE DELIVERY FORMAT.

1. **FACULTY-MONITORED CO-CURRICULAR ACTIVITIES: TO BE COMPLETED BY FACULTY TEACHING ALL COURSE DELIVERY FORMATS**
2. **HOMEWORK: TO BE COMPLETED BY FACULTY TEACHING ALL COURSE DELIVERY FORMATS.**
3. **DIRECT INSTRUCTION: TO BE COMPLETED BY FACULTY MEMBERS TEACHING ONLY ON-LINE OR MIXED FACE-TO-FACE (BLENDED, HYBRID) COURSES**
4. **COMPLIANCE STATUS: TO BE COMPLETED BY ALL FACULTY MEMBERS FOR ALL FORMATS (FACE-TO-FACE, ONLINE, HYBRID, MODULE)**

PART 1 – COMPLETE THE FOLLOWING SECTION FOR ALL COURSES – FACE-TO-FACE, ON-LINE AND MIXED F2F FORMATS (Direct Instruction Time)

Actual Class Meetings – Seat Time

Section II

Course Component	Description	Average Hours per Occurrence	Number of occurrences	Total Hours of Actual Class Meeting Time
Class Meetings	Faculty lead in-class meetings			

Faculty-Monitored Co-Curricular Activities

Section III

Course Component	Description	Average Hours per Occurrence	Number of occurrences	Total Hours
Fieldwork	Faculty directed field activity. May include student teaching or clinical counseling assessment. Required time must be listed on the course syllabus	Enter Time in hours if specified or 6 hours		
Group or organization participation	Faculty directed participation in an outside group or organization	2.5 hours		
Observation/Consultation	Faculty directed observation, on-site or off-site, including notes, analysis and reflection	1.5 hours		

Service Learning	Involved in and out of class with service to the community as the pedagogical strategy	1.5 hours		
Clinical Supervision On-site	Face-to-face weekly clinical supervision	1.25 hours		

Total hours of Faculty-Monitored Co-Curricular Activities

PART 2 – COMPLETE THE FOLLOWING FOR ALL COURSES – FACE-TO-FACE, ON-LINE AND MIXED F2F FORMATS

OUT-OF-CLASS WORK ASSIGNMENTS (Homework)

Complete the information below to audit your course homework assignments to determine number of hours of out-of-class assignments.

Section IV

Course Component	Description	Average Hours per Occurrence (time allocations are suggested)	Number of occurrences	Total Hours
Assignment	Examples: editing, math problems, questions at the end of the text, application of a lesson, or work sheet	1 hour		
Clinical Case Analysis/Transcription	May include written analysis or verbatim transcription of client/student session	2.5 hours		
Clinical Field Application	Work related to the placement for student teaching or clinical agency or school	2 hours		
Exam (includes time for study)	Assessment of knowledge; can also be take home or on-line	3 – 5 hours		
Instructive Feedback	Assigned student review of a project or paper for revision purposes. Must be listed on syllabus	.5 hours		
Multimedia	Assigned video, podcasts, vodcasts, music, PowerPoint	1 hour		
Online Discussion Boards	Reading, responding and contributing to an online discussion	1.5 hours		
Papers/Essays	Papers and Essays using APA/MLA formatting. Occurrence equals the number of page numbers required	2.5 hours		
Portfolios	Compilation of student artifacts	3 hours		

Practice/Simulation Activities	Completion of task or application of knowledge	1.5 hours		
Presentations	Preparation of already research topic, includes creating multimedia for the presentation	1.5 hours		
Quizzes (includes time for study)	Assessment of knowledge can be in a timed, online environment or take home	.5 – 3 hours		
Reading Assignments	Any type of assigned reading such as textbook, or journal. Number of occurrences equals the number of pages	5 minutes per page		
Reflective Writing Assignment	Any type of student written reflection such as a journal. Number of occurrences equals the number of pages	.25		
Research	Finding, reviewing and reading for presentation or paper	2 hours		
Self-Assessment/Evaluation	Formative student self-analysis activity to gain insight	1 hour		
Statistical Analysis	Analysis of data. Occurrences equals the number of analyses	.25 hour		
Tutorials	Online or otherwise available multimedia lesson such as ADA, DCFS, and Library	1 hour		
Work Plan Analysis	Analysis of lesson or other professional work plan	1.5 hours		
	Total Out-Of Class Time (Homework)			

PART III – Direct Instruction Calculation for On-line or Mixed Face-To-Face Course (Hybrid, Blended)

DIRECT INSTRUCTION OR IN-CLASS TIME

"Direct Instructional Time" is also known as "in-class time." It is simple to calculate Face-to-Face (FTF) direct instructional time – in its most basic form; this is the amount of time the faculty member is personally interacting with students within the context of the classroom. However, the task is not so straightforward when it comes to online, blended, independent study, and internship/practica delivery modalities. In these cases, "DIRECT INSTRUCTION" can constitute a variety of activities that count as "in-class time." Essentially, any online activity which the instructor-of-record actively facilitates and is **planned with a pedagogical purpose and documented counts** as "DIRECT INSTRUCTION." **The estimated hours must be the average expectation for an individual student.**

Below is a list of defined Direct Instruction components. Use these components to audit your ON-LINE or MIXED FACE-TO-FACE course.

Mixed face-to-face course: Activities completed in the classroom portion of your course will be counted in the face-to-face hours that you listed at the top of this form. Listed below are the on-line activities that can count toward Direct Instruction.

Faculty Directed Activities (To be completed for On-line and Mixed F2F formats ONLY)

Section V

Course Component-Direct Instruction	Description	Average Hours per occurrence	Number of occurrences	Total Hours
Blogs and Reflective Journals	Students' opportunity to show learning and application of learning through reflective, thoughtful analysis and application to new experiences	1 hour		
Case Study	Faculty directed activity requiring in-depth, application, synthesis, evaluation related to course objectives. Includes faculty feedback and assessment	2 hours		
Chat rooms	Faculty directed synchronous opportunity for collaborative learning. Defined expectations of participation are given to all students through the syllabus	.5 hours		
Consultation/meeting/Conference	Can include phone meetings, in person or other multimedia communication, formative or summative feedback and must be planned and documented on syllabus	1.25 hours		
Discussion Boards	Faculty directed threaded discussions that relates directly to course objectives. Thoughtful analysis of course material and readings as well reflective and insightful comments on the posts of others is expected.	1.5 hours		
Field Trips	Faculty directed outside of class analysis resulting in paper preparation or student presentation.	2 hours		
Group activity writing	Faculty directed group activity including writing. Can count each week as an occurrence.	1 hour		

Group activity reading	Faculty directed group activity including writing. Can count each week as an occurrence.	1 hour		
Group project	Faculty directed activity targeted toward specific learning objectives; students work together and prepare project with faculty provided guidance to group. Can count each week as an occurrence.	1 hour		
Hands on simulated, active, learning	Independent application of learning	1 hour		
Lecture (on-line, live synchronous/asynchronous)	Faculty delivered synchronous or asynchronous presentation and instruction related to course objectives. Time over an hour must be listed clearly on the syllabus	Enter time in hours if specified or 1 hour		
Library Guidance and overview of resources	Faculty directed basic overview; part of research process and includes searching and evaluating resources related to course objectives	1 hour		
Multimedia	Faculty directed use of social media, video, podcasts, VOD casts, music etc. including a written analysis	1 hour		
Orientation to syllabus/course guide/responsibilities and policies	Faculty directed review	1 hour		
Orientation to technology	Faculty directed review of technology related to course objectives	1.5 hours		
Presentation	Faculty directed viewing of film or filmed speaker event related to course objectives	1 hour		
Self or Peer Assessment of Work	Planned facilitated and monitored with a pedagogical purpose	1 hour		
Student Project	Faculty directed activity targeted toward specific learning objectives; student works independently and completes project with faculty provided guidance. Can count each week as an occurrence	1 hour		
Total Direct Instruction Hours for Online and Mixed F2F formats				

PART IV - IN COMPLIANCE INDICATOR CHART AND COMPLIANCE STATUS

The following chart lists the required amounts of seat time, out-of-class homework for face-to-face courses and the required time for on-line, hybrid, and blended courses. Seat time for F2F sessions is equal to 50 minutes per session for class that meets 3 times per week, 75 minutes per session for class that meets 2 times per week, 150 minutes per session for class that meets 1 time a week, etc.

Semester Hours Awarded	Required Instruction "seat time"	Required Out-of-Class Homework	Required Time for Out-Of-Class Assignments for On-line, hybrid, and blended courses
1	16 hours – 800 minutes	32 hours (average 2 hours per week)	48 hours (average 3 hours per week)
2	32 hours – 1600 minutes	64 hours (average 4 hours per week)	96 hours (average 6 hours per week)
3	48 hours – 2400 minutes	96 hours (average 6 hours per week)	144 hours (average 9 hours per week)
4	64 hours – 3200 minutes	128 hours (average 8 hours per week)	192 hours(average 12 hours per week)
5	80 hours – 4000 minutes	160 hours (average 10 hours per week)	240 hours (average 15 hours per week)
6	96 hours – 4800 minutes	192 hours (average 12 hours per week)	288 hours (average 18 hours per week)

Complete the following table using completed form to determine if the course section is in compliance with the NKU Credit Hour Policy:

	Total Hours
FILL IN THE BOXES BELOW TO DETERMINE COMPLIANCE STATUS OF COURSE:	
DIRECT INSTRUCTION TIME TOTAL **FOR FACE-TO-FACE COURSE ENTER SEAT TIME AMOUNT – Enter total from Part I, Sections II and III.** **FOR ONLINE, HYBRID, OR MODULES – Enter total from Part III, Section V.**	
OUT-OF-CLASS ASSIGNMENT TIME TOTAL **FOR FACE-TO-FACE COURSE Include Total from Faculty-Monitored Co-Curricular Activities From Part I, Section II and Homework total from Section IV** **FOR ONLINE, HYBRID, OR MODULES – Enter total from Section IV.**	
COMPLIANCE STATUS: ENTER YES IF SEAT TIME, DIRECT INSTRUCTION, AND HOMEWORK ARE EQUIVALENT TO INFORMATION IN TABLE ABOVE FOR THE NUMBER OF CREDIT HOURS AWARDED. ENTER NO, IF SEAT TIME, DIRECT INSTRUCTION, AND HOMEWORK ARE NOT EQUIVALENT TO THE INFORMATION IN TABLE ABOVE FOR NUMBER OF CREDIT HOURS AWARDED.	