

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION
GUIDELINES FOR CREDIT RATIO
(Revised May 15, 2002)

The following guidelines apply to degree credit and non-degree credit courses at the postsecondary level. These guidelines must be used in determining the credit ratio for laboratory/clinical practicum/internship, supervised comprehensive work experience, and cooperative work experience. A course must meet all specified criteria in a given category to use the designated ratio. The course title and course description should clearly identify the type of educational experience, i.e., do not use “clinical” in a title for a course that does not meet guidelines for using the laboratory/clinical/practicum/internship credit ratio.

Laboratory/Clinical Practicum/Internship = 3:1 Contact Hour:Credit Ratio

1. All clinical and technical laboratories, practicums, and internships will require three contact hours to generate one credit. The ratio will be 3:1.
2. The laboratory/clinical practicum/internship experience is a traditional, structured, faculty-directed laboratory experience.
3. The laboratory/clinical/practicum/internship experience is a more intensive and highly-structured educational experience than the supervised comprehensive work experience.
4. The laboratory/clinical/practicum/internship experience requires significant preparation, coordination, and scheduling by faculty.
5. The laboratory/clinical/practicum/internship experience requires the overall supervision of the student to be the primary responsibility of faculty; however, daily supervision may be by an authorized representative of the college.

A prefix related to a specific discipline must be requested for each laboratory/clinical/practicum/internship course along with appropriate semester hours credits, title, and course description.

Supervised Comprehensive Work Experience = 4:1 Contact Hour:Credit Ratio

1. All supervised comprehensive work experience will require four contact hours to generate one credit. The ratio will be 4:1.
2. The supervised comprehensive work experience is usually a mandatory requirement for graduation.
3. The supervised comprehensive work experience may not exceed 600 clock hours per term.

4. The supervised comprehensive work experience requires a written agreement between the employer and the college which includes identical, detailed, predefined educational objectives and experiences for all students enrolled in the course.
5. The supervised comprehensive work experience requires supervision of the student by the faculty member with on-site visitation a minimum of every two weeks.
6. The supervised comprehensive work experience requires equally shared supervision of the student by the faculty and employer.
7. The supervised comprehensive work experience requires a detailed written project to be completed by the student.
8. Supervised comprehensive work experience or cooperative work experience may constitute no more than 15 percent of credits applied toward graduation requirements.

A prefix related to the curriculum must be requested for each supervised comprehensive work experience course along with appropriate semester hour credits, and a title which must begin with "SCWE in," followed by the appropriate major or subject, i.e., SCWE in Golf Course Management. No numbers will be reserved for the supervised comprehensive work experience courses, and only supervised work experience courses that are requested will be entered in the Semester Catalog of Approved Courses.

Specific course descriptions should be written for all supervised comprehensive work experience courses as they are requested.

Cooperative Work Experience = 5:1 Contact Hour:Credit Ratio

1. All cooperative work experience courses will require five contact hours to generate one credit. The ratio will be 5:1. CWE 101 is the only exception to this rule: CWE 101 is a preparatory course that may be used with a 1:1 ratio. This course includes information that will prepare the student for the ensuing cooperative work experience courses.
2. The educational objectives for cooperative work experience may be negotiated among the faculty, student, and work site supervisor and may vary among students enrolled.
3. The cooperative work experience is usually not required for graduation.
4. The cooperative work experience is monitored by an authorized representative of the college a minimum of two times per semester.
5. The cooperative work experience may or may not require a written report to be completed by the student.
6. The cooperative work experience requires the supervision of the student to be the primary responsibility of the employer.

7. The cooperative work experience requires a minimum of 75 clock hours and may not exceed 600 clock hours per term.
8. Cooperative work experience or supervised comprehensive work experience may constitute no more than 25 percent of credits applied toward graduation.

A generic prefix will be used for all cooperative work experience courses. The intent is for the courses to be used sequentially by Roman numerals. A student should enroll in CWE 111, 112, 113, 114, 115, 116, 117, or 118 (based on desirable credit hours) before enrolling in CWE 121, 122, 123, 124, 125, 126, 127, or 128 (again, based on desirable credit hours). The middle digit in the course number represents the student's sequential enrollment in the course. The course numbering schema allows a student to enroll in at least nine semesters (terms) of cooperative work experience at 1, 2, 3, 4, 5, 6, 7, or 8 credits. Colleges have the flexibility to manage the CWE courses administratively on each campus, i.e., specific sections may be used for specific program majors and/or the titles of the program majors may appear in parentheses after the official title of the CWE course.

The following schema includes one preparatory course for cooperative work experiences and nine of each--1, 2, 3, 4, 5, 6, 7, and 8 semester hour credits.

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| CWE 101 | Cooperative Work Experience Preparation | 1 Credit |
| CWE 111 | Cooperative Work Experience I | 1 Credit |
| CWE 112 | Cooperative Work Experience I | 2 Credits |
| CWE 113 | Cooperative Work Experience I | 3 Credits |
| CWE 114 | Cooperative Work Experience I | 4 Credits |
| CWE 115 | Cooperative Work Experience I | 5 Credits |
| CWE 116 | Cooperative Work Experience I | 6 Credits |
| CWE 117 | Cooperative Work Experience I | 7 Credits |
| CWE 118 | Cooperative Work Experience I | 8 Credits |
| CWE 121 | Cooperative Work Experience II | 1 Credit |
| CWE 122 | Cooperative Work Experience II | 2 Credits |
| CWE 123 | Cooperative Work Experience II | 3 Credits |
| CWE 124 | Cooperative Work Experience II | 4 Credits |
| CWE 125 | Cooperative Work Experience II | 5 Credits |
| CWE 126 | Cooperative Work Experience II | 6 Credits |
| CWE 127 | Cooperative Work Experience II | 7 Credits |
| CWE 128 | Cooperative Work Experience II | 8 Credits |
| CWE 131 | Cooperative Work Experience III | 1 Credit |
| CWE 132 | Cooperative Work Experience III | 2 Credits |
| CWE 133 | Cooperative Work Experience III | 3 Credits |
| CWE 134 | Cooperative Work Experience III | 4 Credits |
| CWE 135 | Cooperative Work Experience III | 5 Credits |
| CWE 136 | Cooperative Work Experience III | 6 Credits |

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| CWE 137 | Cooperative Work Experience III | 7 Credits |
| CWE 138 | Cooperative Work Experience III | 8 Credits |
| CWE 211 | Cooperative Work Experience IV | 1 Credit |
| CWE 212 | Cooperative Work Experience IV | 2 Credits |
| CWE 213 | Cooperative Work Experience IV | 3 Credits |
| CWE 214 | Cooperative Work Experience IV | 4 Credits |
| CWE 215 | Cooperative Work Experience IV | 5 Credits |
| CWE 216 | Cooperative Work Experience IV | 6 Credits |
| CWE 217 | Cooperative Work Experience IV | 7 Credits |
| CWE 218 | Cooperative Work Experience IV | 8 Credits |
| CWE 221 | Cooperative Work Experience V | 1 Credit |
| CWE 222 | Cooperative Work Experience V | 2 Credits |
| CWE 223 | Cooperative Work Experience V | 3 Credits |
| CWE 224 | Cooperative Work Experience V | 4 Credits |
| CWE 225 | Cooperative Work Experience V | 5 Credits |
| CWE 226 | Cooperative Work Experience V | 6 Credits |
| CWE 227 | Cooperative Work Experience V | 7 Credits |
| CWE 228 | Cooperative Work Experience V | 8 Credits |
| CWE 231 | Cooperative Work Experience VI | 1 Credit |
| CWE 232 | Cooperative Work Experience VI | 2 Credits |
| CWE 233 | Cooperative Work Experience VI | 3 Credits |
| CWE 234 | Cooperative Work Experience VI | 4 Credits |
| CWE 235 | Cooperative Work Experience VI | 5 Credits |
| CWE 236 | Cooperative Work Experience VI | 6 Credits |
| CWE 237 | Cooperative Work Experience VI | 7 Credits |
| CWE 238 | Cooperative Work Experience VI | 8 Credits |
| CWE 241 | Cooperative Work Experience VII | 1 Credit |
| CWE 242 | Cooperative Work Experience VII | 2 Credits |
| CWE 243 | Cooperative Work Experience VII | 3 Credits |
| CWE 244 | Cooperative Work Experience VII | 4 Credits |
| CWE 245 | Cooperative Work Experience VII | 5 Credits |
| CWE 246 | Cooperative Work Experience VII | 6 Credits |
| CWE 247 | Cooperative Work Experience VII | 7 Credits |
| CWE 248 | Cooperative Work Experience VII | 8 Credits |
| CWE 251 | Cooperative Work Experience VIII | 1 Credit |
| CWE 252 | Cooperative Work Experience VIII | 2 Credits |
| CWE 253 | Cooperative Work Experience VIII | 3 Credits |
| CWE 254 | Cooperative Work Experience VIII | 4 Credits |
| CWE 255 | Cooperative Work Experience VIII | 5 Credits |
| CWE 256 | Cooperative Work Experience VIII | 6 Credits |
| CWE 257 | Cooperative Work Experience VIII | 7 Credits |
| CWE 258 | Cooperative Work Experience VIII | 8 Credits |

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| CWE 261 | Cooperative Work Experience IX | 1 Credit |
| CWE 262 | Cooperative Work Experience IX | 2 Credits |
| CWE 263 | Cooperative Work Experience IX | 3 Credits |
| CWE 264 | Cooperative Work Experience IX | 4 Credits |
| CWE 265 | Cooperative Work Experience IX | 5 Credits |
| CWE 266 | Cooperative Work Experience IX | 6 Credits |
| CWE 267 | Cooperative Work Experience IX | 7 Credits |
| CWE 268 | Cooperative Work Experience IX | 8 Credits |

A generic course description is used for all of the cooperative work experience courses:

This course includes Cooperative Work Experience in an approved setting.

Special Topics Courses

A prefix related to a specific discipline must be requested for each special topics course along with appropriate semester hour credits, and an appropriate title which must begin with “Special Topics in,” followed by the appropriate major or subject. Titles should be of a generic nature. Special topics courses are exceptional courses for particular occasions with limited or specific functions. Since special topics courses may be used in some disciplines and not in other disciplines, and the credit ratio will be 1:1 in most cases, no numbers will be reserved for these courses in every prefix. Only special topics courses that are requested for specific use will be entered in the Semester Catalog of Approved Courses.

Specific course descriptions should be written for all special topics courses as they are requested.