

## POLICY FOR ASSIGNING OF CREDIT HOURS

Eastern International College utilizes the Carnegie conversion for credit hours for the traditional (face-to-face) and distance/online courses based on the 15/30/45 guide for semester credits and the 10/20/30 for quarter credits.

### Guide for Non-Laboratory Courses (Semester Credits)

Semester Credit	Number of Hours/Week (Classroom or direct faculty instruction)	Number of Hours/Semester (15 weeks)	Out-of-class student work Preparation/Homework Per week
1	1	15	2
2	2	30	4
3	3	45	6

### Guide for Courses with Laboratory (Semester Credits)

Unit/Credit	Number of hours per week (with <u>NO</u> required homework or out of class work preparation)	Number of hours per week (With required homework or out-of-class work preparation)	Out-of-class student work preparation/homework per week
1 credit laboratory	3		0
1 credit laboratory		2	1

### Guide for Externship/Clinical Courses

1 semester credit	45 hours
2 semester credits	90 hours
3 semester credits	135 hours

### Guide for Online Courses (Asynchronous Delivery)

The institutional process for assigning credit hours to courses is based on the minimum academic activity to achieve intended course learning outcomes. Eastern International College utilizes the Carnegie Unit of Credit. For didactic courses, a quarter credit hour consists of approximately one-hour of online independent reading and a minimum of two hours of preparation each week for 10 weeks or one quarter (10/20/30)

The allotted number of hours for the completion of each asynchronous online (distance education) course is dependent on the number of hours needed for the attainment of the learning outcomes. For an asynchronous online course, the out-of-class work is integrated in the amount of time needed in the preparation and completion of the course. The following activities are expected in all asynchronous courses:

1. Links to external learning assets (videos, readings)
2. Links to internal learning assets (prescribed textbook/e-book, PowerPoint slides)
3. Interactions (weekly discussions, student-teacher interaction, student-student interactions)
4. Assignments (weekly requirements)
5. Assessments (quizzes, midterm examination, final examinations, papers, etc)

EIC utilizes the Carnegie Unit Model to determine the average amount of time expected for class preparation following the activities in an online course as shown above. EIC follows the following ratios and convention:

1 semester credit = 1.5 quarter credits

1 quarter credit = 10 clock hours (following the 10/20/30 convention)

Quarter Credit	Hours/Quarter for Independent Readings	Homework hours or Preparation/quarter
1	10	20
2	20	40
3	30	60
4	40	80
5	50	100
6	60	120