

FOR FACULTY COURSE OUTLINE OF RECORD (COR) INITIATORS

Language to be used in **ECD, Section I, # 12**

Beginning Fall 2019, the State chancellor's Office requires that all CORs include information about out-of-class activity hours for the semester.

LACCD has instructed all colleges to enter this information in the ECD, Section I, # 12.

Use the following table to determine the total out-of-class hours for your course:

<b>Instructional Category</b>	<b>In-Class Hours</b>	<b>Outside-of- Class Hours</b>
<u>Category I. Lecture</u> (Lecture, Discussion, Seminar and Related Work)	1	2
<u>Category II. Lab/Activity</u> (w/ Homework, Studio, and Similar)	2	1
<u>Category III. Laboratory</u> (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0

Examples:

- A 3-unit lecture class (category I) that has 54 hours of in-class activity will have a total of 108 hours out-of-class activity for the semester ( $54 \times 2 = 108$  hours)
- For a 1-unit lab with homework class (category II) that has 48 hours of in-class activity will have a total of 24 hours out-of-class activity for the semester ( $48/2 = 24$  hours)
- For a 1-unit lab without homework (category III) that has 48 hours of in-class activity will have 0 (zero) hours out-of-class activity for the semester.

For uniformity, please use the following language when entering your info in Section I, # 12.

1. For lecture only, lecture and lab, **AND** for lab/activity with homework (categories I and II) use the following language:

**Students are expected to engage in n hours of learning activities outside of the scheduled contact hours.**

2. For courses having only lab/activity without homework (category III) use the following language (*do not change language, just copy and paste it*):

**For the lab/activity without homework, a moderate amount of out-of-class student work may be associated with this course. However, per PCAH, 7th edition, pages 58-60, the units awarded are based solely on its contact hours.**