Journalism & Mass Communications Department

Credit hour compliance guidelines for	all classes
•	(specify which class or classes)

We define the following for the average student for these courses. (Delete those not applicable to your courses and add other activities as ap

Activity	The following is based on a 15-week semester	
Assigned readings	 Technical material: 5-10 minutes per page (These are classes such as web development, photography and other technical oriented classes). This material is often more technical and complex, plus they often contain problems sets the students are asked to complete as they read through the chapter.) Academic material: 3-4 minutes per page. 	
Writing	Academic papers (research, write, edit, revise drafts) 2 hours page	
	• Journalistic writing (i.e., news writing I and II, feature writing, opinion writing) 3-5 hours per article (includes initial research, conducting interviews, writing draft, editing and final revisions)	
Student-Conferences	1 hour = 1 hour	
Projects (non-technical)	 1000/2000 level classes: 4 hours per project 3000/4000 level classes: 8 hours per project senior projects 15-20 hours per project senior service-learning projects: 30-45 hours during semester 	
Projects (technical)	• 6-8 hours per project (examples are web site development; scripting, shooting and editing a video production, photography assignments.)	
Practicums	 News (print and online) 8-10 hours per week Yearbook 2-3 hours per week 	
Study/review (must be realistic!)	• 1000/2000 level classes: 3 hours per week • 3000/4000 level classes: 4 hours per week	
Other (explain fully)		

Signature of Department Chair:

Required time for a semester course

# of credit	# of minutes in-class	# of required minutes outside
hours	meeting each week	of class per semester
1	50 minutes	1680 minutes
2	100 minutes	3360 minutes
3	150 minutes	5040 minutes
4	200 minutes	6720 minutes
5	250 minutes	8400 minutes