

Scheduling and Learning Activities

Learning activities indicate to the Registrar's Office whether the activity requires scheduling set up in Banner. Scheduling (which allows for room reservations) will **NOT** be set up for:

- (PRB) Extensive Problem Solving
- (WRI) Extensive Writing
- (TMP) Term Paper, Variable
- (WED) Web Electronic Discussion
- (WVL) Web Virtual Lecture

NOTE: WED and WVL will have contact hours assigned, but no scheduling.

Units and Learning Activities

(For Guidance Only)

The following information is provided as an aid in assessing whether or not courses fulfill the Carnegie Rule. The Carnegie Rule advises that students will typically work 2 hrs outside of class for every 1 hr spent in the classroom (in contact with their instructor). Please refer to the COCI Web page for UCD divisional course policy and procedures: http://academicsenate.ucdavis.edu/committee_cci.cfm.

Systemwide regulations on courses can be found at:

<http://www.universityofcalifornia.edu/senate/manual/rpart3.html#rpart3-III>.

Learning Activity Definitions can be found at:

http://academicsenate.ucdavis.edu/committee_cci_learningactivities.cfm.

A typical 3 Unit Course needs 9 hrs per week of total (in and out of class) work. This is 90 hrs in one 10-week quarter.

A typical 4 Unit Course needs 12 hrs per week of total (in and out of class) work. This is 120 hrs in one 10-week quarter.

There is some variance to the way courses are structured across the campus. Course review committees look to see that the unit and learning activity allocations are well justified in the "justification of units" sections in the electronic course approval form.

Detailed Course Example 1:

Units: 4

Learning Activity:

LEC: 3.0 hrs./wk

TMP: 0.0 hrs./wk

Justification of Units: This class meets 3 hrs a week. The students are assigned readings, assignments and small papers that constitute the 6 hrs of outside work per week. Additionally, the students are

expected to write a significant term paper which will make up the additional 3 hrs of work per week for the additional unit.

Note: The reason why learning activities TMP (Term Paper) and PRJ (Project) are sometimes 0.0 in the learning activities section is due to the fact that they usually do not warrant contact with the professor. The learning activity section is mostly used to show when students will be in contact with the professor and classroom space is needed.

Detailed Course Example 2:

Units: 4

Learning Activity:

LEC: 3.0 hrs./wk

LAB: 3.0 hrs./wk

Justification of Units: This class meets 3 hrs a week. The students are assigned readings, assignments, small papers, and lab reports that constitute the 6 hrs of work per week. Additionally, the students are expected to attend a Lab section and write up reports which will constitute the rest of the 3 hrs of work per week and justify the additional unit.

Detailed Course Example 3:

Units: 2

Learning Activity:

SEM: 2.0 hrs./wk

Justification of Units: This class meets 2 hrs a week. The students have readings and assignments that constitute 4 hrs of outside work per week.

TIPS

1. When choosing a learning activity, remember that each entry in the course form represents ONE activity. If you choose one of the combined Learning Activities, you are asking for the activities to take place in the same classroom on the same day, at the same time.
 - a. Discussion/Laboratory (D/L)
 - b. Laboratory/Discussion (L/D)
 - c. Lecture/Discussion (LED)
 - d. Lecture/Laboratory (LLA)If you want a Lecture timeslot and a Laboratory timeslot, enter both a LEC and LAB Learning Activity.

2. The following Learning Activities are stated as **OR**. They will be either “one” OR the “other” once the course begins –not both.
 - a. Extensive Writing or Discussion (W-D)
 - b. Term Paper or Discussion (T-D)

3. Some Learning Activities are almost always secondary activities, with Lecture or Discussion primary. Be sure LEC or DIS is first on the form, followed by:
 - a. Extensive Problem Solving (PRB)
 - b. Film Viewing (F-V)
 - c. Listening (LIS)
 - d. Recitation (REC)
 - e. Term Paper (TMP)