

# Calculating Contact Hours and Weeks

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Reported hours in the Effort system should be the unique student contact hours in the course. At this time, the School does not allow instructors to report effort for time spent in class in which the instructor is playing a leading teaching role, but not performing the actual instruction; for example, listening to a colleague lecture to the class.

## Lecture

Instructors should receive 1 hour of credit for each hour of lecture where they delivered a significant portion of the lecture. Time spent observing the lecture should not be counted.

## Laboratory

Laboratory sessions are usually 2-3 hours and the scheduled time in CREST is the time that is pulled into the effort system. In some cases laboratory sessions last longer than the scheduled time and instructors can report actual instead of scheduled hours.

## Var - Individual Research

When an instructor meets with graduate students individually, add up how many hours they have devoted to each student over the course of the quarter and use that number. For example, if the instructor meets individually with 2 students an average of 2 hours per week for 10 weeks, 40 hours should be reported.

## Var - Group Study

When an instructor meets with graduate students as a group, add up how many hours they have devoted to the group over the course of the quarter and use that number. For example, if the instructor meets with 2 students at the same time an average of 2 hours per week for 10 weeks, 20 hours should be reported.

## Clinics (DVM Prefix Courses)

Clinic time is reported in WEEKS rather than HOURS based on how many weeks are spent in the clinics over the course of the semester.

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