The following guidelines apply to degree credit and non-degree credit courses at the postsecondary level. These guidelines must be used in determining the credit ratio for laboratory/clinical practicum/internship, supervised comprehensive work experience, and cooperative work experience. A course must meet all specified criteria in a given category to use the designated ratio. The course title and course description should clearly identify the type of educational experience, i.e., do not use “clinical” in a title for a course that does not meet guidelines for using the laboratory/clinical/practicum/internship credit ratio.

**Laboratory/Clinical Practicum/Internship** = 3:1 Contact Hour:Credit Ratio

1. All clinical and technical laboratories, practicums, and internships will require three contact hours to generate one credit. The ratio will be 3:1.
2. The laboratory/clinical practicum/internship experience is a traditional, structured, faculty-directed laboratory experience.
3. The laboratory/clinical/practicum/internship experience is a more intensive and highly-structured educational experience than the supervised comprehensive work experience.
4. The laboratory/clinical/practicum/internship experience requires significant preparation, coordination, and scheduling by faculty.
5. The laboratory/clinical/practicum/internship experience requires the overall supervision of the student to be the primary responsibility of faculty; however, daily supervision may be by an authorized representative of the college.

A prefix related to a specific discipline must be requested for each laboratory/clinical/practicum/internship course along with appropriate semester hours credits, title, and course description.

**Supervised Comprehensive Work Experience** = 4:1 Contact Hour:Credit Ratio

1. All supervised comprehensive work experience will require four contact hours to generate one credit. The ratio will be 4:1.
2. The supervised comprehensive work experience is usually a mandatory requirement for graduation.
3. The supervised comprehensive work experience may not exceed 600 clock hours per term.
4. The supervised comprehensive work experience requires a written agreement between the employer and the college which includes identical, detailed, predefined educational objectives and experiences for all students enrolled in the course.

5. The supervised comprehensive work experience requires supervision of the student by the faculty member with on-site visitation a minimum of every two weeks.

6. The supervised comprehensive work experience requires equally shared supervision of the student by the faculty and employer.

7. The supervised comprehensive work experience requires a detailed written project to be completed by the student.

8. Supervised comprehensive work experience or cooperative work experience may constitute no more than 15 percent of credits applied toward graduation requirements.

A prefix related to the curriculum must be requested for each supervised comprehensive work experience course along with appropriate semester hour credits, and a title which must begin with “SCWE in,” followed by the appropriate major or subject, i.e., SCWE in Golf Course Management. No numbers will be reserved for the supervised comprehensive work experience courses, and only supervised work experience courses that are requested will be entered in the Semester Catalog of Approved Courses.

Specific course descriptions should be written for all supervised comprehensive work experience courses as they are requested.

**Cooperative Work Experience** = 5:1 Contact Hour:Credit Ratio

1. All cooperative work experience courses will require five contact hours to generate one credit. The ratio will be 5:1. CWE 101 is the only exception to this rule: CWE 101 is a preparatory course that may be used with a 1:1 ratio. This course includes information that will prepare the student for the ensuing cooperative work experience courses.

2. The educational objectives for cooperative work experience may be negotiated among the faculty, student, and work site supervisor and may vary among students enrolled.

3. The cooperative work experience is usually not required for graduation.

4. The cooperative work experience is monitored by an authorized representative of the college a minimum of two times per semester.

5. The cooperative work experience may or may not require a written report to be completed by the student.

6. The cooperative work experience requires the supervision of the student to be the primary responsibility of the employer.
7. The cooperative work experience requires a minimum of 75 clock hours and may not exceed 600 clock hours per term.

8. Cooperative work experience or supervised comprehensive work experience may constitute no more than 25 percent of credits applied toward graduation.

A generic prefix will be used for all cooperative work experience courses. The intent is for the courses to be used sequentially by Roman numerals. A student should enroll in CWE 111, 112, 113, 114, 115, 116, 117, or 118 (based on desirable credit hours) before enrolling in CWE 121, 122, 123, 124, 125, 126, 127, or 128 (again, based on desirable credit hours). The middle digit in the course number represents the student’s sequential enrollment in the course. The course numbering schema allows a student to enroll in at least nine semesters (terms) of cooperative work experience at 1, 2, 3, 4, 5, 6, 7, or 8 credits. Colleges have the flexibility to manage the CWE courses administratively on each campus, i.e., specific sections may be used for specific program majors and/or the titles of the program majors may appear in parentheses after the official title of the CWE course.

The following schema includes one preparatory course for cooperative work experiences and nine of each--1, 2, 3, 4, 5, 6, 7, and 8 semester hour credits.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE 101</td>
<td>Cooperative Work Experience Preparation</td>
<td>1 Credit</td>
</tr>
<tr>
<td>CWE 111</td>
<td>Cooperative Work Experience I</td>
<td>1 Credit</td>
</tr>
<tr>
<td>CWE 112</td>
<td>Cooperative Work Experience I</td>
<td>2 Credits</td>
</tr>
<tr>
<td>CWE 113</td>
<td>Cooperative Work Experience I</td>
<td>3 Credits</td>
</tr>
<tr>
<td>CWE 114</td>
<td>Cooperative Work Experience I</td>
<td>4 Credits</td>
</tr>
<tr>
<td>CWE 115</td>
<td>Cooperative Work Experience I</td>
<td>5 Credits</td>
</tr>
<tr>
<td>CWE 116</td>
<td>Cooperative Work Experience I</td>
<td>6 Credits</td>
</tr>
<tr>
<td>CWE 117</td>
<td>Cooperative Work Experience I</td>
<td>7 Credits</td>
</tr>
<tr>
<td>CWE 118</td>
<td>Cooperative Work Experience I</td>
<td>8 Credits</td>
</tr>
<tr>
<td>CWE 121</td>
<td>Cooperative Work Experience II</td>
<td>1 Credit</td>
</tr>
<tr>
<td>CWE 122</td>
<td>Cooperative Work Experience II</td>
<td>2 Credits</td>
</tr>
<tr>
<td>CWE 123</td>
<td>Cooperative Work Experience II</td>
<td>3 Credits</td>
</tr>
<tr>
<td>CWE 124</td>
<td>Cooperative Work Experience II</td>
<td>4 Credits</td>
</tr>
<tr>
<td>CWE 125</td>
<td>Cooperative Work Experience II</td>
<td>5 Credits</td>
</tr>
<tr>
<td>CWE 126</td>
<td>Cooperative Work Experience II</td>
<td>6 Credits</td>
</tr>
<tr>
<td>CWE 127</td>
<td>Cooperative Work Experience II</td>
<td>7 Credits</td>
</tr>
<tr>
<td>CWE 128</td>
<td>Cooperative Work Experience II</td>
<td>8 Credits</td>
</tr>
<tr>
<td>CWE 131</td>
<td>Cooperative Work Experience III</td>
<td>1 Credit</td>
</tr>
<tr>
<td>CWE 132</td>
<td>Cooperative Work Experience III</td>
<td>2 Credits</td>
</tr>
<tr>
<td>CWE 133</td>
<td>Cooperative Work Experience III</td>
<td>3 Credits</td>
</tr>
<tr>
<td>CWE 134</td>
<td>Cooperative Work Experience III</td>
<td>4 Credits</td>
</tr>
<tr>
<td>CWE 135</td>
<td>Cooperative Work Experience III</td>
<td>5 Credits</td>
</tr>
<tr>
<td>CWE 136</td>
<td>Cooperative Work Experience III</td>
<td>6 Credits</td>
</tr>
</tbody>
</table>
CWE 137  Cooperative Work Experience III  7 Credits
CWE 138  Cooperative Work Experience III  8 Credits
CWE 211  Cooperative Work Experience IV  1 Credit
CWE 212  Cooperative Work Experience IV  2 Credits
CWE 213  Cooperative Work Experience IV  3 Credits
CWE 214  Cooperative Work Experience IV  4 Credits
CWE 215  Cooperative Work Experience IV  5 Credits
CWE 216  Cooperative Work Experience IV  6 Credits
CWE 217  Cooperative Work Experience IV  7 Credits
CWE 218  Cooperative Work Experience IV  8 Credits
CWE 221  Cooperative Work Experience V   1 Credit
CWE 222  Cooperative Work Experience V   2 Credits
CWE 223  Cooperative Work Experience V   3 Credits
CWE 224  Cooperative Work Experience V   4 Credits
CWE 225  Cooperative Work Experience V   5 Credits
CWE 226  Cooperative Work Experience V   6 Credits
CWE 227  Cooperative Work Experience V   7 Credits
CWE 228  Cooperative Work Experience V   8 Credits
CWE 231  Cooperative Work Experience VI  1 Credit
CWE 232  Cooperative Work Experience VI  2 Credits
CWE 233  Cooperative Work Experience VI  3 Credits
CWE 234  Cooperative Work Experience VI  4 Credits
CWE 235  Cooperative Work Experience VI  5 Credits
CWE 236  Cooperative Work Experience VI  6 Credits
CWE 237  Cooperative Work Experience VI  7 Credits
CWE 238  Cooperative Work Experience VI  8 Credits
CWE 241  Cooperative Work Experience VII  1 Credit
CWE 242  Cooperative Work Experience VII  2 Credits
CWE 243  Cooperative Work Experience VII  3 Credits
CWE 244  Cooperative Work Experience VII  4 Credits
CWE 245  Cooperative Work Experience VII  5 Credits
CWE 246  Cooperative Work Experience VII  6 Credits
CWE 247  Cooperative Work Experience VII  7 Credits
CWE 248  Cooperative Work Experience VII  8 Credits
CWE 251  Cooperative Work Experience VIII  1 Credit
CWE 252  Cooperative Work Experience VIII  2 Credits
CWE 253  Cooperative Work Experience VIII  3 Credits
CWE 254  Cooperative Work Experience VIII  4 Credits
CWE 255  Cooperative Work Experience VIII  5 Credits
CWE 256  Cooperative Work Experience VIII  6 Credits
CWE 257  Cooperative Work Experience VIII  7 Credits
CWE 258  Cooperative Work Experience VIII  8 Credits
CWE 261  Cooperative Work Experience IX  1 Credit
CWE 262  Cooperative Work Experience IX  2 Credits
CWE 263  Cooperative Work Experience IX  3 Credits
CWE 264  Cooperative Work Experience IX  4 Credits
CWE 265  Cooperative Work Experience IX  5 Credits
CWE 266  Cooperative Work Experience IX  6 Credits
CWE 267  Cooperative Work Experience IX  7 Credits
CWE 268  Cooperative Work Experience IX  8 Credits

A generic course description is used for all of the cooperative work experience courses:

This course includes Cooperative Work Experience in an approved setting.

**Special Topics Courses**

A prefix related to a specific discipline must be requested for each special topics course along with appropriate semester hour credits, and an appropriate title which must begin with “Special Topics in,” followed by the appropriate major or subject. Titles should be of a generic nature. Special topics courses are exceptional courses for particular occasions with limited or specific functions. Since special topics courses may be used in some disciplines and not in other disciplines, and the credit ratio will be 1:1 in most cases, no numbers will be reserved for these courses in every prefix. Only special topics courses that are requested for specific use will be entered in the Semester Catalog of Approved Courses.

Specific course descriptions should be written for all special topics courses as they are requested.