

### Modular Credit Policy~Lectureships/Seminars/Workshops

Students may attend special lectureships, seminars, or workshops, hereafter referred to as modular courses, for CMU graduate credit. Students or faculty may initiate the modular credit process.

To qualify for credit, the Graduate Studies Committee must review proposals for modular courses, and the Director of Graduate Studies must approve their implementation.

A CMU faculty member must be approved as the faculty of record for the modular course. Under some circumstances, a non-CMU faculty member as faculty of record may also be approved.

The faculty member must prepare a one-page syllabus, which will provide the following information: Name of Institution; Course number, title, dates, and location of the module; Number of credit hours (normally one-credit hour); Name of faculty of record; Brief course description; Requirements.

All modular courses will be graded Pass/Fail.

Whereas a regular course requires a minimum of 12 hours of classroom time per credit hour, in regards to modular courses, the number of “classroom” hours will be contingent on each event’s schedule and configured within the greater framework of the overall course requirements parameters as outlined below.

Work expectations for a one-credit hour course represent a total of 45 hours including classroom time, readings, and written assignments.

The general rule for a course load is 1500-2000 pages of reading and 20-25 pages of writing (6000-7500 words) for a three-credit, or an equivalent amount of work. One-credit courses should be adjusted accordingly.

Here are some approximate guidelines for planning the workload for a course.

*Reading:* Depending on the level of difficulty and the level of reading, we can expect from 1.5 to 3 minutes per page.

*Writing:* Reading reports may take approximately 2 hours per page; Case study reflections may take approximately 2 hours per page; Research papers may take approximately 3 hours per page

A maximum of 3 credit hours of lectureship credits can be applied to an MA degree. Unless otherwise stated, billing for the academic credit will be in addition to the cost of a Lectureship, Seminar, or Workshop.