

NACCAS' Policies & Procedures
January 2017

Policy X.01 – Occupational Associate Degree Programs

Item 1. Exceptions to instructor qualifications: Exceptions to the associates degree requirement may be justified for instructors who have demonstrable current exceptional professional certification(s), letters of recommendation or attestations from previous employer(s), letters attesting to this expertise from professional peers not connected to the college, real examples of previous success in the field such as published work, juried exhibits and shows, evidence of a professional portfolio accepted by the institution and available for review, and/or other significant documented experience relevant to the courses to be taught.

Item 2. Clock to credit hour conversion:

15 clock hours of lecture = 1 semester credit hour
10 clock hours of lecture = 1 quarter credit hour
30 clock hours of lab = 1 semester credit hour
20 clock hours of lab = 1 quarter credit hour
45 clock hours of clinical/internship = 1 semester credit
30 clock hours of clinical/internship = 1 quarter credit

Lecture hours refer to classroom instruction in theory/academic learning.

Lab hours refer to classroom instruction in practical/hands-on learning.

Clinical hours refer to students performing services.

Item 3. Student/Teacher Ratio: The institution shall consider the following factors in determining the student/teacher ratio:

1. The amount of lecture given by instructors in skill building and practice classes;
2. The level of existing skills of the student;
3. The amount of direct supervision exercised by the instructor and the availability of instructional equipment in the lab setting where there is primary instruction in a specific skill; and
4. The use of technology in providing alternative instruction or evaluation.

Item 4. Syllabus: A description of how the course will be taught with a planned arrangement of materials and activities. The minimum requirements for a course syllabus shall consist of the title and course description, course number, course prerequisites and/or requisites, instructional contact hours/credits, learning objectives, instructional materials and references, topical outline of the course, instructional methods, out-of-class learning activities and assignments, assessment criteria, method of evaluating students, and the date the syllabus was last reviewed. A course syllabus should be reviewed to ensure that it reflects the most recent trends, developments, and instructional materials for the specific subject areas. A current syllabus prepared and utilized by instructors in guiding and directing the learning experience of the students is necessary to ensure the quality of instruction.

Item 5. Externships/Internships: A supervised practical experience that is the application of previously studied theory. Normally, three hours of work in a practical setting has the credit equivalency of one hour of classroom lecture. Under the supervision of a faculty member, a written agreement shall be developed that outlines the arrangement between the institution and the externship site, including specific learning objectives, course requirements, and evaluation criteria.