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Please contact the Student Accessibility Services office for more information.

Part 4: Teaching Units (Student Units and Service Units)

Please see Appendix G: Relationship of Hours to Units and Appendix H: Chart of Teaching Unit Values for Studio/Laboratory, Practicum, and Activity Hours for more information on this section.⁽¹⁾ If you have any questions regarding how to compute hours and units, please contact the Office of Instructional Management.

1. Student Units

Student units are based on the Carnegie unit.

- A. **Lecture:** One lecture hour per week equals one student unit and requires two hours of independent assigned work outside of class.
- B. **Lab:** Three lab, practicum or activity hours per week equals one student unit. If the course has variable student units, please enter the range.
- C. **Lecture and Lab Combined**
 - **Three-units** = 32 hours (minimum) in-class lecture, 48 hours (minimum) in-class laboratory, plus 64 hours (minimum) out-of-class study
- D. **Other Type of Hours:** Enter any hours other than lecture, lab, practicum, or activity in the table and describe these hours.
- E. **Other Hours = please explain**

2. Service Units (Teaching Units)

Service Value refers to the operational definitions as specified in UPM contract Section 8.22.1. These definitions should not be confused with methods of course delivery that also include lecture and lab, as well as other instructional methods. Here they are used to denote value of service performed. Services hours are defined in the UPM contract as follows:⁽⁷⁾

- **A. Lecture** - The presentation of course content in a classroom under supervision of the instructor of record. The course content, in accordance with the official course outline, may be complemented by discussion, presentations, role-playing, small group activities, and field trips. Lecture may stand alone without any attached lab experience.
- **B-1. Studio (83%)** - The presentation of course content in a studio setting under direct supervision of the instructor of record. Students are expected to prepare for and engage in theatrical or fine arts assignments, which are discussed, critiqued and monitored continuously by the instructor. Instructor supervised demonstrations and performances are designed to assist the student in reaching a satisfactory level of skill through repeated exercises.
- **B-2. Laboratory (83%)** - The presentation of course content in a laboratory setting under direct supervision of the instructor of record. Students are expected to prepare for upcoming lab sessions. Students are performing experiments and recording results in lab reports. Generally, experiments are not repeated for skill building. Laboratory exists as an integral part of the course for proof of learning and may or may not be taken in conjunction with the lecture component of the class.
- **Practicum (70%)** - The presentation of course content in a practicum or clinical setting under direct supervision of the instructor of record. Students may be directed to the use of media, computer technology, or patient experience. Students may proceed at the direction of the instructor or preceptor at his/her own pace for advancement to a higher level within the course content. Students not involved in independent activity may be involved in direct one-on-one communication with the instructor of record. Practicum is where students require a high amount of practice with instructor supervision to reach the level of skill required for specific courses within the discipline.
- **Activity (66%)** - The presentation of course content in an activity setting under direct supervision of the instructor of record. The student participates, under continuous direction, monitoring and correction by the instructor, in course activities to enhance psychomotor skills. Activity is where the student participates with the instructor acting as leader and/or facilitator of the activity.

Hours/Week: Please indicate the number of lecture, lab, practicum, and/or activity service value hours, the course meets per week (normally computed at College of Marin as 16 to 17.5 hours per semester for one unit **which includes FLEX time and final exams**). If the course has variable hours, enter the range. Please list total hours.

Teaching Units: Teaching units are reviewed and recommended by the Union District Workload Committee. Section 8.22.1 of the UPM contract computes the service hour values as follows:

Category A: Lecture 1 hour = 100%
Category B-1: Studio 1 hour = 83%
Category B-2: Lab 1 hour = 83%

Category C: Practicum 1 hour = 70%

Category D: Activity 1 hour = 66.67%

If the course has variable teaching units, please enter the range. To aid in the computation of teaching units, refer to [Appendix H: Chart of Teaching Unit Values for Studio/Lab, Practicum, Activity Hours](#).

- E. **Other Type of Hours:** Enter any hours other than lecture, lab, practicum, or activity in the table and describe these hours.
- F. **Give justification for teaching units and service hour values as specified in Section 8.22.1 of the UPM contract.** ⁽⁷⁾

This **MUST** be completed for any change in service hours, class size and/or teaching units. State reasons for proposing service hour values (lecture, laboratory, practicum or activity). Consult with your department chair and/or dean regarding the UDWC assignment for similar courses in your department.

Part 5: Prerequisite Matrix

Please complete a separate matrix for each prerequisite, corequisite, or advisory for the course. To add a new prerequisite, corequisite, or advisory, click the “Add” link at the bottom of the page. When the matrix is complete, click “add” at the bottom of the page. To edit an existing prerequisite, corequisite, or advisory, click the “Edit” link under the appropriate course. When the edit is complete, click “Submit” at the bottom of the page.

1. Prerequisite, Corequisite, or Advisory

Select the appropriate limitation from the drop down menu. List the appropriate courses below. Equivalent requisites can be added together in the same matrix (e.g. ENGL 120, 120SL, and 120AC).

2. Limitation

Please designate which type of limitation on enrollment is being applied for the prerequisite or corequisite. For an explanation of each kind of other limitation, please see [Appendix I: Guidelines for Limitations on Prerequisite Form](#). If you have other limitations, please describe below.

3. Skills from Pre/Corequisite or Advisory

Please list the specific skills students will be required to have prior to enrollment from the prerequisite, corequisite, or advisory course.

4. Application of Skills in this Course

Please explain how each of the skills above are applied in this course.

NOTES:

Complete a matrix for **each** prerequisite, corequisite, advisory, or other limitation on enrollment for the course or revision being proposed. Select the type of limitation and complete the content review before filling out the matrix. Equivalent courses, however, can be grouped into one matrix (e.g. ENGL 120, 120SL, 120AC).