

INSTRUCTIONAL WORKLOAD ACTIVITIES	Weight Factor					
	0.5	0.9	1.0	1.1	1.2	1.5
Enrollments needed for each weight factor						
<b>Workload Units based on course credits</b>						
Clinical Course Enrollment, Lower Division			<10	10 to 20	21 or higher	
Clinical Course Enrollment, Upper Division		<10	10 to 35	36 to 74	75 or higher	
Clinical Course Enrollment, Graduate		<15	15 to 74	75 to 149	150 or higher	
<b>Workload Units based on contact hours</b>						
3 contact hours (in which faculty are directly supervising)				1		
<b>Workload Units based on indirect supervision hours</b>						
3 contact hours (in which faculty are indirectly supervising)		1				
<b>Workload units based on number of students</b>						
Independent Study (faculty must be assigned individual section)					Varies by department/college	
Thesis, Dissertation					.1 WEU per thesis credit 1 unit per 1 student (14 credit enrollment)	
Student Teaching Supervision					Calculated on length of individual lessons	
Applied Music						
Cap Stone (where applicable)						
<b>Other possible adjustments</b>						
Web					Add .3 to course weight)	
Please note:						
Calculations should be based on a 45 hour work week						
3 hours=1 WEU						

## DHS Workload Guidance Document

Contact hours that are not direct supervision\* should be considered administrative duties

\*Direct Clinical Supervision WEU is based on contact hours. 3 contact hours=1 WEU irrespective of the number of students.

Faculty/Student clinical supervision ratios should be determined by professional accreditation standards.