

**Table 3. Credit Generating Activities in the SAET**

<b>Credit Generating Activities in SAET</b>	
<b>Classroom Instruction</b> (1 hour for 50 minutes x # of meeting times/week)	<b>Thesis/Dissertation Supervision</b> (1 contact hour /student divided between chair and members)
<b>Directed Individual Studies</b> (0.5 contact hours/student; not to exceed 5 contact hours)	<b>Supervision of Interns</b> (0.8 contact hours for each student; not to exceed 4 contact hours)
<b>Supervised Teaching/Research</b> (0.5 contact hours/graduate students; not to exceed 5 contact hours)	<b>Graduate Laboratory Assistants</b> (not to exceed contact hours assigned to the course section)

### CREDIT GENERATING ACTIVITIES IN THE SAET

1. **Classroom Instruction.** The activity involves instructional preparation, lectures, supervising laboratory work, evaluating student efforts, and conferences with and tutoring of students. This activity will be reported using Contact Hours.
2. **Thesis or Dissertation.** Contact Hour Equivalencies are assigned at a maximum of one (1) contact hour for each student enrolled for thesis or dissertation credit. Hours are to be divided between the committee chair and the committee members. Usually, the committee chair of the supervisory committee is given a larger portion of the contact hour equivalency. Only the chairman of the supervisory committee will ordinarily be given maximum credit; other committee members will usually be given Contact Hour Equivalencies at the rate of one-third that accorded the chairman. A description of the higher rates will be included as part of the individual's activity worksheet.
3. **Directed Individual Studies (DIS).** Instructional activity which a student studies a specifically assigned topic on his or her own and meets regularly with the faculty member to review progress and evaluate achievements. Contact Hour Equivalencies are assigned at a maximum of (0.5) Contact Hours for each student enrolled for credit, not to exceed five (5) contact hours.
4. **Supervision of Student Interns.** Coordinating the placement of students into internship, supervising, and evaluating interns, conducting seminars for, and counseling student interns. For faculty member supervising intern in the field, a maximum of 0.8 contact hours for each student not to exceed four (4) contact hours are assigned.
5. **Supervised Teaching/Research.** The supervision of teaching and/or research of graduate students (other than Thesis/Dissertation Research or Directed Individual Study). Such students must be registered for credit for the teaching or research activity being supervised. Contact hours are assigned at a maximum of 0.5 Contact Hours for each graduate student enrolled not to exceed five (5) contact hours.
6. **Graduate Laboratory Assistants.** Contact hours may be assigned to Graduate Laboratory Assistants for course sections(s) reported on the Instructional Activity File. Such Contact Hours will not ordinarily exceed the Contact Hours assigned to the course section. A description of such assigned contact hours will be included in the person's activity file.
  - Each faculty should be assigned a total of 15 hours per/week for the semester. The contact hours are converted to an FTE percentage. For a 1.0 FTE academic position, the FTE percentage should equal 100% for each term, excluding summer.