

Guidelines for Assigning Work

A “credit hour” is the unit by which an institution measures its course work. The number of credit hours assigned to a course is defined by the number of hours per week in class, or contact hours, and the number of hours allotted for class preparation. Each course offered at St Vladimir’s Seminary is assigned an academic credit value based on the following ratio of contact hours to class preparation time, adjusted according to type of course:

- One academic credit is assigned for each hour of instruction (of fifty minutes) per week for a fifteen-week semester, adjusted as appropriate for intensive courses and skills courses.
- For each hour of instruction, it is expected that an additional two to three hours will be spent outside of class in reading, research, writing, and other preparation, based on the rate of 20 – 25 pages of reading per hour and 1/2 page (or 125 words) of writing per hour.

1. MA / MDiv Skills Courses

Number of Credits	Number of Class Sessions [Course]	Contact Time [Per week]	Preparation Time [Per week]	Pages of Reading [Course]	Pages of Writing [Course]	Final Assignment
1 credit	14	100 minutes	1–2 hours	150–175	4–5	Oral final exam

2. MA / MDiv Academic Courses

Number of Credits	Number of Class Sessions [Course]	Contact Time [Per week]	Preparation Time [Per week]	Pages of Reading [Course]	Pages of Writing [Course]	Final Assignment
1 credit	10	75 minutes	3–4.5 hours	300–375	8–10	Paper
1 credit	14	50 minutes	2–3 hours	300–375	8–10	Take-home exam or paper
3 credits	14	150 minutes	6–9 hours	900–1125	24–30	Take-home exam or paper

3. ThM Courses

Number of Credits	Number of Class Sessions [Course]	Contact Time [Per week]	Preparation Time [Per week]	Pages of Reading [Course]	Pages of Writing [Course]	Final Assignment
3 credits	14	150 minutes	9–12 hours	1200–1500	30–40	Paper