

Faculty Effort Reporting Guide

Office of the Provost and Vice President for Academic Affairs

Florida A&M University

This document has been prepared to assist faculty in understanding and completing the Assignment of Responsibility (AOR) Form and the Faculty Responsibility/Activity Worksheet Form for faculty reporting.

Updated January 12, 2021

Table of Contents

I.	INTRODUCTION.....	4
A.	Definitions.....	5
Contact Hour	5	
Contact Hour Equivalencies.....	5	
Academic Position	5	
Team Taught Courses.....	5	
Designated Effort	5	
Maximum Calculated Effort	5	
Total Effort.....	5	
B.	Credit Generating Activities.....	5
Classroom Instruction	5	
Thesis/Dissertation Supervision.....	6	
Directed Individual Studies.....	6	
Individual Performance Instruction	6	
Supervision of Student Interns	6	
Supervised Teaching/Research.....	7	
Clinical Instruction	7	
Instructional Contact Hour Modifier/Credit Generating.....	7	
Graduate Laboratory Assistants.....	7	
C.	Non Credit Generating Activities & Contact Hour Equivalencies.....	7
Graduate Assistant Course Graders	7	
Secondary Instructional Site Travel.....	7	
Supervision of Cooperative Education.....	8	
Academic Advising	8	
Other Instructional Effort	8	
Research	8	
Public Service	8	
Academic Administration.....	9	
University Governance	9	
Leave of Absence with Pay	9	
II.	ASSIGNMENT OF RESPONSIBILITY (AOR).....	9
III.	RESPONSIBILITY AND DUTIES.....	10
IV.	PROCEDURES	10
V.	CALCULATING FTE	12
A.	Credit Generating Activities.....	12
A.1.	Converting Contact Hour to FTE for Instruction	12
A.2.	Converting Contact Hour to FTE for Specialized Courses.....	12
B.	Non-Credit Generating Activities	14
B.1.	Calculating Percentages by Advisees	14

B.2. Calculating Percentages by Committee/Governance,
etc.....14

VI. FACULTY RESPONSIBILITY/ACTIVITY WORKSHEET..... 16

VII. APPENDIX.....19

DRAFT

I. INTRODUCTION

This document has been prepared to assist all affected personnel in completing the Assignment of Responsibility form and the Faculty Responsibility/Activity Worksheet (matrix) for faculty activity reporting. Two types of information are being provided. First and foremost, information is being provided under the general heading of definition, documentation, credit hour, contact hours and contact hour equivalencies in an attempt to standardize the collection and presentation of support data needed under the Faculty Activities Reporting guidelines. And, secondly, where applicable, examples of forms and/or other documents which might be used to present these data are also provided. The definitions should therefore, be especially helpful to determine the percent distribution of designated effort for each faculty member in the Assignment of Responsibility form.

The documentation being required is, in many ways, judgmental, but should provide some basis for determining the type(s) of evidence which must be used to verify the completion of activities reported: (1) that a faculty member has been assigned a particular activity and (2) that this activity has been performed.

The contact hours being used, in the classroom and laboratory instruction activity only, are those based on a standard one-hour (at least 50 minutes) classroom period. Therefore, the methodology used to calculate contact hours for instructional courses (e.g. Lecture, Discussion, Seminar, Laboratory, etc.) will be determined by using total clock hours, which is the total class meeting time in a week divided by 50 minutes. The contact hour equivalencies, in the other credit generating activities (e.g. Clinical, Thesis, Dissertation, Internship, Performance, Applied courses, etc.), are determined by multiplying the number of students enrolled for credit by the assigned multiplier (factor) based on course type or course section component. The factor(s) selected will not exceed those referred to on the worksheet (e.g., maximum of 0.5 contact hours are assigned per student enrolled in Directed Individual Studies). In the non-credit generating activities, the *contact hour equivalencies* are determined by dividing 6.666% (percentage determined by $(1/15) * 100$) into the faculty member's percent of designated effort in that activity. In simplistic terms, for non-credit generating activities, the *contact hour equivalencies* are determined by multiplying the assigned percent FTE for that activity by 15.

A. Definitions

Contact Hour: A standard one-hour (at least 50 minutes) classroom period. Total contact hours are the number of hours the section meets per week. Contact hours will be used only in the Classroom and/or Laboratory Instruction activity category.

Contact Hour Equivalencies: Contact Hour Equivalencies have been established for all activities other than classroom instruction (*Note: some classroom instruction may be eligible for Contact Hour Equivalencies in addition to Contact Hours*). Other Academic activities will be converted to their defined equivalencies in terms of contact hours. The conversion formula will vary with the specific activity and is described within this document.

Academic Position: Used throughout the body of this document to include faculty, faculty adjuncts, graduate assistants, and support positions (A&P, USPS and other persons) who perform credit generating activities or non-credit generating activities. Also, donated services (instruction for credit without pay) by any person should be reported.

Team Taught Courses: For sections that are taught by more than one individual, the contact hours are multiplied by the portion of the section work load assigned to each person to determine his/her share of contact hours for the section.

Designated Effort: In each activity, a 1.0 academic position will have a percentage of that FTE (0% to 100%) allocated to the activity being described. This percentage is the academic position's Designated Effort in the category.

Maximum Calculated Effort: In an activity category, the largest percentage that can be assigned for an academic position's designated effort in that category. Maximum calculated effort is determined by multiplying 6.667% (*percentage determined by $(1/15) * 100$*) by the sum of the Contact Hours and Contact Hour Equivalencies, then converting to percent. This formula is used for all credit generating activities and non-credit generating activities where applicable.

Total Effort: The sum of the academic position's Designated Efforts for all activities. For 1.0 FTE academic position, this should equal 100% for each term.

B. Credit generating Activities

Classroom Instruction: Classroom and/or laboratory instruction which results in the production of Student Credit Hours that are reported in the official university files. 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.

- Contact hours are the number of hours the section meets per week. **For sections that are taught by more than one individual, the contact hours are**

multiplied by the portion of the section work load assigned to each person to determine his/her share of contact hours for the section.

- Documentation: The prefix and number of course(s) assigned and/or taught must be included in the Official University Course File.

Thesis/Dissertation Supervision: Assignments on master's or doctoral committees of beginning graduate students who are registered for thesis credit, or advanced graduates who are candidates for doctoral degrees and are registered for dissertation credit.

- 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.
- Documentation: For Committee Chair-Official University Course File showing course prefix and number along with verified thesis committee form. For Committee Members-Verified thesis committee form.

Directed Individual Studies: 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.
- Documentation: Official University Course File showing course prefix and number.

Individual Performance Instruction: Instructional activity which a student studies a specific performance activity 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.
- Documentation: Official University Course File showing course prefix and number.

Supervision of Student Interns: Coordinating the placement of students into internship, supervising and evaluating interns, conducting seminars for, and counseling student interns.

- Contact Hour Equivalencies: 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.
- Documentation: For faculty members assigned course-Official University Course file

showing prefix and number of course(s).

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 Hour Equivalencies are assigned at a maximum of 0.5 Contact Hours for each graduate student enrolled for credit not to exceed five (5) contact hours are assigned.

Clinical Instruction: Instruction offered in clinical situations by faculty included, but not limited to, disciplines in Pharmacy, Allied Health, and Nursing.

- Contact Hour Equivalencies are assigned at a maximum of 0.8 Contact Hours for each student enrolled for credit, not to exceed four (4) contact hours.

Instructional Contact Hour Modifier/Credit Generating: Contact Hour Equivalencies in addition to Contact Hours may be assigned to instructional activities which involve unusual and significant requirements for preparation/conduct of classes/course sections reported on the Instructional Activity File. A description of the usual and significant requirements will be included in the person's activity report. Contact Hour Equivalencies will not ordinarily exceed the Contact Hours for the course section and should be used when an assignment requires the teaching of large sections.

Graduate Laboratory Assistants: Contact Hours may be assigned to Graduate Laboratory Assistants for course section(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.

C. Contact Hour Equivalences for Non-Credit Generating Activities

NOTE: *Contact Hour Equivalencies for the following activities are determined by dividing 0.06667 into the individual's Designated Effort expressed as a decimal fraction for each activity. For example, if the reported Research FTE is .20, contact hours are then calculated to be 3 (.20 FTE/.06667 = 3 contact hours).*

Graduate Assistant Course Graders: Contact Hour Equivalencies may be assigned to graduate assistant course graders in support of a course section(s) reported on the Instructional Activity File. The total of such Contact Hours Equivalencies will not ordinarily exceed the Contact Hours for the course section. A description of such assigned Contact Hour Equivalencies will be included as part of the activities report for the graduate assistant.

Secondary Instructional Site Travel: Contact Hour Equivalencies in addition to Contact Hours may be assigned for travel to a secondary instructional site which requires a round-trip travel time of at least two (2) hours per course meeting in support of a course section(s) reported on the Instructional Activity File. Such Contact Hour Equivalencies will not ordinarily exceed the

Contact Hours for the course section. A description of such assigned Contact Hour Equivalencies will be included as part of the activities report for the instructor or graduate assistant.

Supervision of Cooperative Education: Coordinating the placement of cooperative education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for cooperative education students.

- Contact Hour Equivalencies are assigned at a maximum of 0.8 Contact Hours for each cooperative education student supervised.

Academic Advising: Formal counseling with students on academic course or program selection, scheduling, and career counseling. Academic advising activity reports shall describe advising activities. Academic advising does not include those formal and/or informal conferences held with students enrolled in courses taught by faculty members.

- Credit Hour Equivalencies: For advising, to calculate the percent effort one would divide the number of advised students by 250 and multiply by 100%.
- Documentation: Evidence of performing this activity includes, but is not limited to, a list of advisees, schedule of hours designated for advisement activities with advisees including course selection, career selection discussion, time management plans, etc.

Other Instructional Effort: The performance of instruction-related activities which have been appropriately approved. May include, but not limited to: the development of new teaching materials, revision of course in the planning, development and/or evaluation of total curricula, including planning authorization requests and implementation proposals for new programs. A maximum of one (1) contact hour equivalency may be assigned per three and one-third (3.333) clock hours of activity. A description of this will be documented as part of the individual's activities report for the instructor or graduate assistant.

- Documentation: Statement outlining specific assignment and work accomplished. Must be approved by department chair or other appropriate administrator.

Research: Research and development ordinarily managed within academic departments. Such activities usually have stated goals or purposes and projected outcomes, and may be created for specific periods as a result of a contract, grant or specific allocation of institution or system resources. A component of Research and Development is the eventual dissemination of research results. Research assignments for the individual faculty member shall be stated in general terms. At the end of each term, a record shall show specific activities toward fulfilling the assignment for research. All faculty are expected to have a creative/scholarly activity assignment, whether released from a course or not.

Public Service: Public Service extends the professional and/or discipline related services of individuals to the community, the state, or the nation. This includes service in professional organizations and academic or professional student organizations. The primary intent is to provide professional and/or discipline-related services, other than instruction, that are beneficial to groups, organizations or individuals. Such public service shall not generate remuneration from third parties. Activities which do not meet all of these criteria do not qualify as Public Service.

- Documentation: Statement of known and/or anticipated service to professional

organizations (e.g. sponsor of student club/organization, officeholder or number of committee/task force commission of professional and/or discipline-related organization, institutional representatives to professional and/or discipline related organization). Statement might be a letter of appointment or a notification of election to office.

Academic Administration: Supervisory, management, or staff activities related to the administration of a unit, department, college, university of the SUS. This activity provides administrative support and management direction to the instructional, research and public service programs. It also includes service on international SUS committees. Assignments customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others. Normally only academic administrators (e.g., chairs, directors, etc.) will report in this category.

- Documentation: Verification includes a statement, in the form of a letter/memo, indicating appointment to position as well as the duties associated therewith.

University Governance: Activities that provide advisory support to the general governance of the unit or institution. Includes participation in the general governance of the department or institution in accordance with the constitution of the institution, limited to participation in the legislative processes of the unit or institution and service on committees associated with these legislative processes.

Leave of Absence with Pay: An authorized compensated leave of absence granted to an employee by the university. Includes but not limited to sabbaticals, professional development leave and disability leave.

- Documentation: Letters or other documents indicating that a faculty member had been authorized to take specific leaves.

II. ASSIGNMENT OF RESPONSIBILITY (AOR)

Assignment of Responsibility and the Assignment of Responsibility Record is used by the University in response to an agreement between the Florida A&M University and the United Faculty of Florida and is described, in part, Article 9.1 Policy, Article 9.2 Consideration in Assignment and Article 9.3 Annual Assignment.

Need for AOR Monitoring

1. The Florida State Legislature requires that each full-time instructional faculty member produce a **minimum** of 12 contact hours (1012.945). This means that if **80%** effort is reported in the classroom teaching activities, at least 12 contact hours must be produced. **Florida A&M University abides by a 15-contact hour rule.** Therefore, if 100% effort is reported in the classroom teaching activities, at least 15 contact hours must be produced.
2. State University Accountability Process (1008.46) requires monitoring of performance in each major area of instruction, research and public service.
3. The federal government requires that direct personnel charges to contracts and grants be

documented each semester (Office of Management and Budget (OMB) Circular A-21, Revised)

4. The federal government requires a time and effort report to document the facilities and administrative rate negotiated between the University and the government (OMB Circular A-21, Revised).

III. RESPONSIBILITY AND DUTIES

Each Academic Department or its equivalent will ensure that the appropriate documents required to delineate a faculty member's annual assignment are prepared and recorded as outlined on the assignment of responsibility form. Subsequently, department officials will ensure that the required faculty responsibility/activity worksheet is completed and signed.

The Office of the Provost and Vice President for Academic Affairs will collect and review all annual assignment of responsibility forms and faculty responsibility/activity worksheets and prepare the "Instructional and Research Data File" to the Florida Board of Governors.

IV. PROCEDURES

Original AOR Forms or approved Faculty Responsibility/Activity Worksheet matrices for faculty reporting are **due** in the Office of the Provost and Vice President of Academic Affairs, **six weeks** in advance of each semester. Revised AOR Forms or approved Faculty Responsibility/Activity Worksheet matrices for faculty reporting are **due two weeks** after the start of each semester. The mode of submission will be determined by the Office of the Provost and Vice President of Academic Affairs.

Documentation will include but will not be limited to the following:

1. A completed and signed AOR Form.
2. A completed and signed Faculty Responsibility/Activity Worksheet matrix
3. Appropriate documentation of reported activity
4. A copy of the current year employment contracts (New Faculty)

The Office of the Provost and Vice President of Academic Affairs will collect and review all annual AOR Forms and Faculty Responsibility/Activity Worksheet matrices for faculty reporting. All documentation will be maintained in a location designated by the Provost.

A separate file for each faculty member will be maintained. The file will contain at least the following:

1. A copy of the prior year employment contracts, and
2. Information from the previous year on faculty activities as recorded in companies with this Standard Practice.

In addition, information will be formatted for the Instructional and Research (I & R) Data File. The I & R Data File will be updated at the end of each academic term to include the individual

faculty's actual activities for the term and reported annually to the Board of Governor's as transmitted by the Florida A&M University Board of Trustees.

Data collected will be used for four (4) general purposes:

1. Review and management of personnel assignment;
2. Develop and request budgets related to academic activities;
3. Meet reporting and auditing requirement of Section 1012.945 Statues;
4. Provide semester data for annual I & R Data File submission, which is also used as input to the Annual Expenditure Analysis

Employees shall be apprised in writing, at the beginning of their employment and at the beginning of each year of employment thereafter, of the duties and responsibilities in teaching, research and other creative activities, services, and of any other duties and responsibilities assigned for that year.

Each employee earning eligibility for tenure and promotion shall be given assignments which provide equitable opportunities, in relation to other employees in the same department, to meet the criteria required for promotion and tenure.

- For the purpose of applying this principle to promotion, assignments shall be considered over the entire period since the original appointment or since the last promotion, not solely over the period of a single annual assignment. In no event shall the period under consideration be less than four years.
- For the purpose of applying this principle to tenure, assignments shall be considered over the entire probationary period and not solely over the period of a single annual assignment.

It also provides each faculty member an opportunity, in consultation with the Department Chair, a basis for meeting the requirements of the "12 Hour Law" as defined in Chapter 1012.945 of the Florida Statutes.

"Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university."

V. CALCULATING FTE

(For usage with the Assignment of Responsibility form)

Each faculty should be assigned a minimum 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.

A. Credit Generating Activities

In general, undergraduate faculty may be assigned a minimum of four 3 credit hour courses, or 80% FTE. The remaining 20% should reflect non-credit generating activities duties normally given to a faculty member. These duties could include but are not limited to research, public, or university service and/or advising. **The suggested percentage range for credit generating activities is 0% to 80%.**

A.1. Converting Contact Hour to FTE for Classroom Instruction

Lecture	Laboratory
Discussion	Lecture/Lab
Seminar	

Undergraduate Courses: To calculate the FTE for the undergraduate course types (Table A.1.) above, one would have to divide the total number of minutes the course meets per week by 50 minutes, which will result in the number of course contact hours, then divide by 15 (a full load) and multiply by 100%.

Example: *An undergraduate course meeting 150 minutes per week is equivalent to 3 contact hours ($150/50 = 3$).*

*The FTE would be 20% Effort ($3/15 * 100%$) {see table below}*

Graduate Courses: To calculate the FTE for the graduate course types (Table A.1.) above, one would have to divide the total number of minutes the course meets per week by 50 minutes, which will result in the number of course contact hours, then divide by 15 (a full load) and multiply by 133%.

Example: *A graduate course meeting 150 minutes per week is equivalent to 3 contact hours ($150/50 = 3$).*

*The FTE would be 26.6% Effort ($3/15 * 133%$) {see table below}*

FAMU Course Contact Hour Table

Course Contact Hours	Undergraduate Effort %	Graduate Effort %
1	6.66	8.87
2	13.33	17.74
3	20.00	26.61
4	26.64	35.48
5	33.33	44.35

A.2. Converting Contact Hour to FTE for Specialized Courses

Student Enrollment * (0.5)	Student Enrollment * (0.8)	Student Enrollment * (1)
Field Studies	Clinical Activity	Dissertation
Independent Study	Research	Thesis
Individual Performance Instruction	Supervision of Interns	
Practicum		
Studio		
Supervised Research/Teaching		

Undergraduate Courses: To calculate the FTE for the undergraduate courses above, multiply the total number of students enrolled for credit by the respective factor (0.5, 0.8 or 1), which will result in the number of course contact hours, then divide the contact hours by 15 (a full load) and multiply by 100%.

Example: An undergraduate **Practicum** course with 10 students is equivalent to 5 contact hours ($10 * 0.5 = 5$).

The FTE would be 33% Effort ($5/15 * 100\%$)

Example: An undergraduate **Clinical** course with 5 students is equivalent to 4 contact hours ($5 * 0.8 = 4$).

The FTE would be 27% Effort ($4/15 * 100\%$)

Graduate Courses: To calculate the FTE for the graduate courses above, multiply the total number of students enrolled for credit by the respective factor (0.5, 0.8 or 1), which will result in the number of course contact hours, then divide by 15 (a full load) and multiply by **133%**.

Example: A graduate **Practicum** course with 10 students is equivalent to 5 contact hours ($10 * 0.5 = 5$).

The FTE would be 44% Effort ($5/15 * 133\%$)

Example: A graduate **Clinical** course with 5 students is equivalent to 4 contact hours ($5 * 0.8 = 4$).

The FTE would be 35% Effort ($4/15 * 133\%$)

B. Non-Credit Generating Activities

Suggested Percentage Range (0% to 20%)

Academic Advisement	Academic Admin/Support Services
Leave of Absence with Pay	Collective Bargain Release Time
Public/Institutional Service	Other Instructional Effort
University Governance	Research and other Sponsored Activities

Effort for Non-Credit Generating activities is generally calculated by clock hour, except for advising which is calculated by advisees. Non-credit generating activities must be assigned by the appropriate academic official. Activities not assigned by the appropriate academic official, even if performed by the faculty member, may not count as faculty effort.

B.1 Calculating Percentages by Advisees

For advising, to calculate the percent effort, one would divide the number of advised students by 250 and multiply by 100%.

- Example: *Advising 25 students would be 10% effort. ($25/250 * 100\%$)*

The table below gives the number of students for particular advising effort.

Students	Advising Effort %
1	0.40
10	4.00
25	10.00
50	20.00
75	30.00
125	50.00
250	100.00

Non-Credit Generating Activities: For all other activities, to calculate the percent effort, one would divide the number of weekly hours by 40 and multiply by 100%. Example: *An activity taking 10 weekly hours would be 25% effort. (10/40 * 100%).*

B.2 Calculating Percentages by Committee/Governance, etc.

The table below gives the weekly hours for committee/governance effort.

Weekly Hours	Effort %
1	2.50
5	12.50
10	25.00
20	50.00
30	75.00
40	100.00

DRAFT

VI. FACULTY RESPONSIBILITY/ACTIVITY WORKSHEET

The Faculty Responsibility/Activity Worksheet provides a basis for reporting the activities of each faculty member. The document when used in conjunction with the Assignment of Responsibility Record and, information provided on how to calculate credit hour and credit hour equivalencies, will facilitate the University's effort to comply with the aforementioned standard practice. Appropriate definitions and related information follows.

DRAFT

ADD COPY OF THE FACULTY ACTIVITY WORKSHEET REPORT (MATRIX)

DRAFT

ADD COPY OF THE PAPER AOR

DRAFT

VII. APPENDIX

Quick Reference Guide

Calculating Contact Hours based on Course Component Type

Based on the course type the following methodology should be employed to calculate contact hours.

- **Clock Time:** Contact hours will be based on the number of hours per week in which the course meets. Determine the number of minutes the course meets based on the start and end time of the course. Multiply the total minutes by the number of times the course meets per week. Divide this number by 50 minutes. This will give you the contact hours for the course.
- **Enrollment:** Contact hours will be based on the number of students enrolled in the course. Multiply the number of students by the multiplier provided in the table below. This will give you the contact hours for the course.
- **NOTE:** For courses with multiple instructors, the total contact hours should be divided amongst the number of faculty members teaching the course.

COURSE COMPONENT	CALCULATION METHOD	MULTIPLIER	CONTACT HOUR LIMITS
Clinical	Enrollment	0.8	4
Continuance	Clock Time	--	--
Discussion	Clock Time	--	--
Electronic Media	Clock Time	--	--
Field Studies	Enrollment	0.5	5
Graduate Dissertation	Enrollment	1	5
Independent Study	Enrollment	0.5	5
Individual Performance Instruction	Enrollment	0.5	5
Internship	Enrollment	0.8	4
Laboratory	Clock Time	--	--
Lecture	Clock Time	--	--
Lecture/Lab	Clock Time	--	--
Mass Lecture	Clock Time	--	--
Practicum	Enrollment	0.5	5
Research	Enrollment	0.8	4
Seminar	Clock Time	--	--
Studio	Enrollment	0.5	5
Supervised Research	Enrollment	0.5	5
Supervised Teaching	Enrollment	0.5	5
Supervision	Enrollment	0.5	5
Test Score	Clock Time	--	--
Thesis Research	Enrollment	1	5
Tutorial	Clock Time	--	--