ACADEMIC PROGRAMS

Academic Philosophy

Dunwoody College teaches problem solving and critical thinking along with practical, real-world skills that are much sought after by business and industry. It's a rigorous style of hands-on, applied learning that requires discipline and personal responsibility. The emphasis is on understanding the basic theory and skills in lecture courses and then applying those skills in hands-on lab work with labs and shops that use equipment and processes that mirror what is found in industry.

The College also fosters such values as work ethic, teamwork, and punctuality. It prepares graduates to enter the diverse, performance-oriented, and modern workplace by requiring students to take industry-focused General Education courses in addition to technical curriculum.

This applied approach to learning has been part of Dunwoody since its founding in 1914 and was championed by the College's first director Charles Prosser, who is known as the father of vocational education in the United States. While the applied approach is Dunwoody's tradition, the College is committed to growth and evolution as industry sees fit.

Alternate Course Formats

Various delivery methods can be used for General Education and technical courses. Students are encouraged to connect with the instructor on the first day of the course in order to determine access, navigation, participation, and course requirements. Students are expected to adhere to time frames as dictated by the course syllabus. Standard drop/add deadline and time frames for withdrawing apply to all types of delivery.

Directed or independent study options are granted only under specific circumstances.

Statutory Requirements

Federal Program Integrity – 2021

Definition of a Credit Hour (600.2 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-600/))

- "One hour of classroom or direct faculty instruction and minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of the definition for other academic activities as established by the institution including laboratory work internships, practica, studio work, and other academic work leading to the award of credit hours."

Definition of a Clock Hour (600.2 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-600/))

"A period of time consisting of:

- A 50-60 minute class, lecture, or recitation in a 60-minute period;
- A 50-60 minute faculty-supervised laboratory, shop training, or internship in a 60-minute period;
- In distance education, 50-60 minutes in a 60-minute period of attendance in:
  - A synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or
  - An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity"

For Certificate Programs eligible for clock-to-credit hour conversion [668.8 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-A/)(k)(1)&(l)] "A semester hour must include at least 30 clock hours of instruction."

Definition of Distance Education (600.2 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-600/))

- Education that uses one or more of the technologies listed below "to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.
  - The internet;
  - One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
  - Audio conference; or
  - Other media used in a course in conjunction with any of the technologies listed in paragraphs (2)(i) through (iii) of this definition."

Policy

General Principles:

1. The academic year will be two 16 week semesters (Fall and Spring), a 3 week J-Term, and one 8 week summer session
   - A 16 week semester can include 16 weeks of general instruction.
   - Within the 16 weeks is included time for experiential learning activities.
2. Academic terms may include general instruction and experiential learning activities
3. The credit hour will be calculated on a 50 minute nominal hour and is the same for every delivery method
4. Experiential Delivery Methods that take place at an alternative facility or off campus, such as an internship, travel study or clinical, cannot comprise more than 25% of the overall program requirements, which includes both Technical and Arts & Sciences courses.

Credit Allocation by Category

The following categories will be used to assign credits

Category	Course Type	Definition
Lecture	Lecture, Seminar	Lecture: one credit equals one nominal hour in combination of face-to-face or distance/hybrid instruction with a minimum of two nominal hours of out of class student work (homework and application) each week for approximately 16 weeks for one semester for a total of 48 Clock Hours. Seminar: One credit equals two nominal hours in combination of face-to-face or distance/hybrid instruction with a minimum of one nominal hour of out of class student work (homework and application) each week for approximately 16 weeks for one semester for a total of 48 Clock Hours.
Laboratory	Laboratory, Studio, Capstone	One credit equals three nominal hours of laboratory/studio work (1:48) with little or no out of class student work each week for approximately 16 weeks for one semester or 48 Clock Hours OR one credit equals two nominal hours of laboratory/studio work (1:32) with a minimum of one nominal hour of out of class student work each week for approximately 16 weeks for one semester for a total of 48 Clock Hours.
Experiential	Practicum, Internship, Clinical, Directed Study, Travel Study	One credit shall be awarded for a minimum of 48 Clock Hours in combination of experiential learning, instruction and out of class student work as indicated on the course syllabus.
Combination	Lecture/Lab, Lecture/Studio, Lecture/Practicum, Etc.	Consistent with Dunwoody's Instructional Delivery Model, a combination of the categories may be used. In some cases, laboratory or studio may replace homework time, allowing in class time for application and competency demonstration

Faculty members have the ability to select their own learning activities, assignments, and assessments, and determine the appropriate time per individual activity. The table below represents a general guideline for various learning activities, but the average time per activity can be adjusted to reflect the true time spent performing the activity created by a faculty member. For instance, a shorter quiz may only require 10 minutes, and a longer one may need 30 minutes. Faculty should use their best judgement when assigning a timeframe for the chosen activity.

Average time per activity should be listed for the student (i.e. on the course syllabus or on Canvas). If a time is not listed, the table below will help calculate estimated clock hours for a course:

Activity	Average Time Per Activity
Quiz	20 minutes each
Exam	50 minutes each
Midterm or Final	60 minutes each
Informal Writing Assignment	15 minutes per page (250 words)
Formal Writing Assignment	30 minutes per page (250 words)
Textbook Reading	8 minutes per page (250 words)
Reading of Linked Article/Paper	10 minutes per page (250 words)
Listen to or Watch Lined Audio/Video	15 minutes each
Listen to or Watch Webinar	50 minutes each
Complete a Guided Lab Expercise	50 minutes each
Complete a Virtual Field Observation	60 minutes each
Complete a Guided Field Observation	60 minutes each
Complete a Game/Simulation	30 minutes each
Complete a Tutorial/Module	30 minutes each
Watch/Make Synchronous Presentations	30 minutes each
Make a Blog Entry	10 minutes each
Participate in a Chat Room or Forum Discussion	30 minutes each
Study or Assignment Group Presentation	40 minutes each
Online Meeting or Office Hours with Instructor	20 minutes each

*chart quoted from Dickinson State University, 2016 HLC Conference

Definition of Course Type

LECTURE

A lecture is formal instruction, conducted on or off campus by the instructor, applying any combination of instructional methods. This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all students in the class. Students are expected to work on out-of-class assignments on a regular basis over the length of the course.

LABORATORY

A laboratory is an educational experience where students conduct experiments, develop skills, or practice procedures under the supervision of a faculty member.

STUDIO

A studio is an educational environment where students work on individual or group projects under the guidance of a faculty member. Projects may vary in scope, content and length.

SEMINAR

A seminar provides a flexible and active learning forum for students to engage in lectures, discussions, or projects focused on a specific topic(s) in a content area.

PRACTICUM

A practicum is an educational experience replicating what a student would do on-the-job; applying previous or concurrent knowledge guided by an instructor where the student demonstrates content proficiency of a specific area within a program of study.

CAPSTONE

A capstone is a major project related to a student's area of study that demonstrates a student's content knowledge of the program outcomes.

INTERNSHIP

An internship is a supervised educational work experience, located on or off campus at a work site where a faculty member monitors and provides final assessment.

CLINICAL

A clinical applies only to Health Sciences & Technology programs. This type of credit is awarded to a student assigned to a clinical experience off-campus in which the student is under constant supervision by a clinical instructor. The clinical experience will typically be in a healthcare setting such as a hospital, clinic or nursing home. The clinical instructor may be a practicing clinician in the field of study or faculty member of the College. Students should receive individual instruction and critique in their performance. The faculty member coordinating the clinical experience provides the final grade for each student based in part on input from the clinical instructor.

DIRECTED STUDY

A directed study is a course in which the student must meet a specific set of objectives agreed upon by the instructor and the student. The course requires one-on-one instructional conferences.

TRAVEL STUDY

Travel study is an educational experience that combines travel and cultural study as a main competency within the student's program of study.

Academic Plan

The academic plan is a degree progress tracking tool based on the academic year of admission. This lists both General Education and Technical course requirements for the student's declared degree. The academic plan shows what courses and credits completed, in progress, and remaining to satisfy academic requirements for graduation.

The academic plan also has a 'What If' feature, that allows for a student to view how completed courses will satisfy requirements of other programs, of which the student may not yet be enrolled.

Students should monitor their progress toward their declared degree or certificate path using the academic plan on my.dunwoody (https://my.dunwoody.edu/my/Home/LogIn/?ReturnUrl=%2Fmy%2FHome). Academic progress will be monitored by Program Advisors.

Degree Offerings

Degree Offerings

Dunwoody offers certificate, Associate in Applied Science, and Bachelor degree programs.

Associate of Applied Science (A.A.S.) and Certificates

Dunwoody offers a variety of two-year AAS degrees which include technical and Arts & Sciences courses and prepare students for a career in a specific industry. A variety of certificate programs are also offered, some of which are stackable.

Baccalaureate Degrees

Dunwoody offers bachelor degree completion programs as well as stand-alone Bachelor of Science and Bachelor of Architecture.