WORKSHEET TO CALCULATE WORKLOAD AND RESULTANT UNIT VALUE

Department	
Course Title	
Student Facilitator Name	

The standard of the University of California for determining the unit value of a course is that one unit equals a minimum of three hours of work per week, or at least 45 total hours over a 15-week semester. This work includes time spent in class as well as time spent doing work outside of class. Note that the 15th week of instruction is RRR week, and regular classroom meetings are not scheduled.

The worksheet below is intended to aid the student facilitator and instructor of record in developing the course and determining its workload and unit value. Since group study courses can take more than one form, all of the categories below may not be relevant to every course. When adding hours in "Other" type be sure to explain what those hours are for. All work hours should be supported by information in the course syllabus.

Requirement					Total Hours
In-class time	____	hours per week ×	____	weeks =	0
Reading	____	hours per week ×	____	weeks =	0
Writing papers	____	hours per paper ×	____	papers =	0
Research/study	____	hours per week ×	____	weeks =	0
Other: _____	____	hours per week ×	____	weeks =	0
Other: _____	____	hours per week ×	____	weeks =	0
Other: _____	____	hours per week ×	____	weeks =	0
				Total:	0

*≥45 hours = **1 unit***	*≥90 hours = **2 units***	*≥135 hours = **3 units***

Unit Value: ☐

This form is required to be submitted to the Academic Senate along with the proposal form and syllabus

v. 04.2017