



Name of Student/Eagle ID:	
Degree Program/Semester:	
Reading Course Title:	
Course Instructor:	

*Please include all information requested below. Sections will expand as needed to fit your data.
Feel free to attach separate sheets to this document if you need additional space.*

Rationale:

Specific Learning Goals and Objectives:

Envisioned Plan of Study:

Please describe the area of research interest and the order of specific topics to be covered through readings and other resources.

Describe the measures of accountability and due dates for all papers, projects, presentations, etc.
This may include short papers, long papers, projects, media presentations, journal, annotated bibliographies, etc.

In this section, please provide a timeline, which includes the anticipated number of meetings with the professor, the dates and the amount of time allotted for each meeting.
There is a minimum expectation that the student and professor will meet 4 times or 4 hours during the semester. Please see [attached guidelines](#) for complete information on course expectations and requirements.

Selected Bibliography *Please attach a copy to this form.*

Once complete, please print the form and collect signatures.

Student Signature:	
Signature of Professor:	
Date of Agreement:	
Signature of Associate Dean, Academic Affairs	

Please submit to the Associate Dean of Academic Affairs for final approval.

Assigned Course Number (to be completed by Associate Dean's office)	TM _____ - _____ - _____
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End of Directed Readings Form

**Boston College Clough School of Theology and Ministry
U.S. Department of Education Credit Hour Compliance Plan**

Background:

The U.S. D.O.E. has set the definition of one credit hour at a minimum of three hours of student engagement per week over 15 weeks, which includes one hour of instruction time plus two hours of student engagement with course materials outside of class (or demonstrated equivalent). The University Provost asked the deans to submit proposed plans for compliance with this definition by June 1, 2011. These plans are available to the University's accrediting agency, NEASC, and to the CSTM's accrediting agency, ATS, to demonstrate compliance with the U.S. D.O.E.'s regulations.

Compliance:

The dean and faculty of the Clough School will ensure that our courses meet the U.S. D.O.E. definition as follows:

- through the faculty's use of the following calculations when constructing syllabi and
- through the periodic monitoring of all of our syllabi by our EPC in the course approval process and by the ATS every ten years (in the normal cycle of accreditation).

For a 3-credit course that meets once or twice weekly for 15 weeks, in addition to the actual time that the class meets:

Writing:

Research paper = 3 hours per page (including research time)

Exegesis = 2 hours per page

Other writing = 1 hour per page

Reading: .05 hours (3 minutes) per page

Other activities, e.g., individual or group projects and presentations would need the instructor's best judgment as to how many hours of student engagement they would take outside of class, based on whether outside research was needed, how extensive the project or presentation, and whether or not students need to set aside meeting time with professor and/or fellow students.

NOTE: Not all of our 3-credit courses meet for 3 contact hours per week. Faculty teaching 3-credit courses not meeting for 3 hours per week will assign additional work to be done outside of class in order to meet the definition set by the U.S. D.O.E.. This additional work might include more reading or writing (according to the calculations above), an additional group presentation, an additional meeting with a teaching assistant, etc. These additional items plus class time would need to add up to 9 hours of student engagement per week with course material both inside and outside the classroom.

A course that meets 3 hours per week for 15 weeks would need a minimum average of 6 hours of student engagement outside the classroom.

A course that meets 2.5 hours per week for 15 weeks would need a minimum average of 6.5 hours of student engagement outside the classroom.

A course that meets 2 hours per week for 15 weeks would need a minimum average of 7 hours of student engagement outside the classroom.

For an online course:

Kick-Off or Summary: 3 hours per page (includes research, reflection, and reading of others comments)

Posting: 1.5 hours per post (including reading others responses in order to respond)

Blog Entries in Response to Readings: 1 hour per entry

Reading and other Writing same as above.

For Spiritual Formation for the Practice of Ministry, a one-credit year-long formation experience that meets 6 times per semester for 1.5 hrs per session with a course extension to be completed over the remainder of the student's program:

Reading and Writing: same as above.

Course Extension Activities (Spiritual Formation Plan): 100 hours/plan (can include retreats, journal writing in connection with other group activities, individual spiritual direction, etc.)

NOTE: Summer Spiritual Formation, for which students also receive 1 credit, meets only 6 times for 2 hours each session, and the reading and reflection assignments are commensurately shortened as well--although it carries with it the same course extension, which brings it over the U.S. D.O.E. minimum of 90 hours per credit.

For Contextual Education, all degrees and levels, summer and academic year, in addition to class meeting times:

Reading and Writing: same as above.

Supervision: 1 hour per meeting

Site Paper Work: 0.25-0.5 hours (15-30 minutes) per page

Work on Site: Actual number of hours student is required to be at site