
WORKSHOP, CONFERENCE, INSTITUTE PROCEDURE FOR CREDIT ALLOCATION

PURPOSE: To establish procedure for credit allocation for workshops and conferences.

- I.** Workshops, conferences, and institutes can be offered through a department for 1 to 4 credits. They must be planned, organized, processed, and approved by the offering department prior to the time of their being offered.
- II.** Workshops, conferences, and institutes must have clearly stated purposes, goals, and objectives and have an attending syllabus outline. A succinct course description must be formulated along with a statement of what is required of the student (texts, special equipment, live-in features, etc.). These courses can be offered only under the auspices of Boise State University.
- III.** In addition to the above guidelines of design, development, documentation, and announcement, the guidelines for determining the number of credits to be offered for any workshop, conference, or institute are as follows:

A minimum of fifteen (15) classroom contact hours is necessary for awarding of one (1) credit and additional credit may be given at the rate of one (1) credit per fifteen (15) contact hours.