

College of Arts & Sciences
Policy on course reassignment related to the supervision of undergraduate independent studies, internships, undergraduate research, and honors theses

Faculty members of record for independent studies, internships, undergraduate research, and honors theses are compensated with banked time (credit hours) towards a course reassignment.

For a 3-credit independent study or undergraduate research, a faculty member would bank 3 credit hours. Once a faculty member banks 24 credit hours, that faculty member receives a reassignment for one (3 credit hour) course.

For internship or honors thesis supervision, banked faculty credit hours are 50% of the registered student credit hours. So, for a 3-credit internship, a faculty member would bank 1.5 credit hours.

24 banked credit hours = 1 course reassignment.

According to "Credit Hour Policy at Drake University," credit hours of transcriptable experience must be reasonably equivalent to the standard of 3 hours combined direct instruction and student work per week, per credit hour for a 15-week semester. A 3-credit independent study or internship should require the equivalent of 9 hours of combined direct instruction and students work per week for the equivalent of a 15-week semester.

Given that the "course hour" is 50 minutes, this would be a baseline of:

112.5 total hours for the 3-credit hour course

75 total hours for the 2-credit hour course

37.5 total hours for the 1-credit hour course

This compensation policy only applies to activities conducted during the academic year. The maximum number of credits any faculty member can accrue toward the banking model is 12 credits per academic year (during Fall and Spring semesters). There is no expiration of the banking period.

Faculty on full-time appointments, tenure-track or tenured, are eligible.

Special provisions:

Faculty and department chairs share the responsibility for tracking the number of independent studies, internships, undergraduate research, and Honors Theses credit hours earned as recorded in SelfService.

- Inclusion of Honors Theses (HON 198/199) at 50% of student credit hours was added effective Fall 2023 (policy does not apply retroactively).

Chairs will provide dean and associate dean(s) with the number of credits banked by December 1st in preparation for the planning meeting for the next academic year using the application form provided.

All course releases are contingent upon a department coverage plan submitted by the chair. ours, must apply for a course release for the next academic year by November 15th, after a consultation with the
All course releases are contingent upon a plan for conducting scholarship during the period of the course release.

During the semester the course release is taken no course can be taught as an overload. During the semester the course release is taken faculty must teach at least one course and participate in service.

Independent studies, internships, undergraduate research, and honors theses aren't compensated or counted towards workload in any other way.