

Appendix M

Counseling Assignment Grid: Academic Year Teaching LHE as Part of Load

Table A

	Teaching 0 LHE			Teaching 1 LHE			Teaching 2 LHE			Teaching 3 LHE			Teaching 4 LHE			Teaching 5 LHE			Teaching 6 LHE			Teaching 7 LHE			Teaching 8 LHE					
	25	10	5	25	10	5	25	10	5	25	10	5	25	10	5	25	10	5	25	10	5	25	10	5	25	10	5			
Weeks 1 thru 16																														
Classroom Hours				1			2			3			4			5			6			7			8					
Prep and Grades				1			1	1		1	2		2	2		2	3		2	4		3	4		3	4		3	5	
Office Hours				1			1			1			2			2			2			3			3					
Hours Remaining																														
Student Contact	25			22			21			20			17			16			15			12			11					
Counseling Support		10			10			9			8			8			7			6			6			5			5	
Institutional Service			5			5			5			5			5			5			5			5			5			5

Table B

	0 LHE			1 LHE			2 LHE			3 LHE			4 LHE			5 LHE			6 LHE			7 LHE			8 LHE		
	25	10	5	23	10	5	22	9	5	21	8	5	19	8	5	18	7	5	17	6	5	15	6	5	14	5	5
Adjusted 17th Week																											
Student Contact	25			23			22			21			19			18			17			15			14		
Counseling Support		10			10			9			8			8			7			6			6			5	
Institutional Service			5			5			5			5			5			5			5			5			5

Additional office hour time is not required in the 16-wk conversion, so office hours are not included in Table B.