



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

MEMORANDUM

Essential Elements of a Proxy Hour Study

A study provides a research basis for assigning proxy contact hours. Here are the basic steps required to conduct a proxy hour study.

1. Contact Dan Loges before beginning a proxy hour study.
2. The study must involve two groups of students. Each group must have a minimum of ten student participants who complete the study.
3. The first group will be doing the proposed distance education curriculum from home by themselves.
4. The second group will be doing the proposed curriculum in a seated class. The classroom teacher will track how long they spend teaching the curriculum content in the classroom, on a unit by unit basis. The classroom teacher will need to keep and submit time records for each lesson/unit.
5. Students in the group working from home are required to keep a record of the times that they spend working on each lesson/unit.
6. Here is an example of a time record that could be used for a proxy hour study:

Student ID: _____

Student Group: _____

LESSON	DATE	BEG TIME	END TIME	TOTAL TIME WORKED
EX: LESSON 1	07/21/19	6:23 pm	8:23 pm	2 Hours

Programs have the flexibility to create time records that best meet their needs for the proxy hour study that is being conducted. However, time records **must** be used. All student and teacher time records must be submitted as part of the proxy hour study.

7. Each activity and/or lesson must be aligned to the NC Adult Education Content Standards. The content standards must be cited for each activity/lesson.
8. After the first group has completed each lesson, average the time reported for each lesson.
9. Compare the average time reported for each lesson done at home with the time reported by the classroom teacher.
10. Submit for approval the number of proxy hours you recommend for each lesson based on your findings from the comparison of the work done at home and the work done in the seated classroom.

Submit a Proxy Hour Study Report which includes the following:

- 1) Name of provider that conducted the proxy hour study.
- 2) Date of submission.
- 3) Names of all staff members involved in the proxy hour study.
- 4) Dates that the proxy hour study was conducted.
- 5) Name of the proposed course.
- 6) Brief overview of the course including materials, products, and curriculum to be used.
- 7) Describe the process that will be implemented for the delivery and exchange of the distance ed course.
- 8) Requested number of proxy hours for each lesson/unit.
- 9) Rationale for requested number of proxy hours.
- 10) All time records on which the number of proxy hours requested is based.
- 11) All of the actual lessons students will be studying along with the NC Adult Ed Content Standards citations.
- 12) Describe the methods that will be used for supporting learners at a distance.
- 13) Describe how students will be recruited for this distance ed course.
- 14) Explain the orientation process for students recruited for this course.
- 15) Describe which NRS assessments will be used, and how will they be administered.
- 16) Describe the course and student evaluation process.

Mail or email the final report to:

Dan Loges, Adult Ed Coordinator of Assessment & Distance Ed
North Carolina Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016
Email: logesd@nccommunitycolleges.edu

This same information can be found on pages 42 - 43 of the 2019-2020 CCR Assessment Manual.