

Credit-hour Equivalents for Remote Instruction

To help you determine your seat-time equivalents in the remote instruction environment, use this table based on Creighton University's *Documenting Credit Hours for Distance Education Courses*.

SEAT-TIME ACTIVITIES & CALCULATIONS	
Synchronous Activities (offered remotely via Zoom)	
<p>Synchronous instruction</p> <p>Instruction occurring in real-time where the instructor and students are present, including live lectures, Zoom breakout room discussions, whole class discussions, etc.</p>	<p>Assumption: direct instruction real-time minutes are equivalent to seat-time minutes</p>
Asynchronous Activities (offered via Canvas or other online resource)	
<p>Instructor-created video</p>	<p>Assumption: video minutes are equivalent to seat-time minutes</p>
<p>Discussion board assignments</p>	<p>For each discussion board assignment, assumptions:</p> <ul style="list-style-type: none"> • Writing initial discussion post—minimum number of required words (see Formal Writing Assignments below for calculations) • Reading discussion postings—number of required posts to read (estimated at 180 read words per minute) • Writing responses to discussion posts—minimum number of required of words for each response (see Formal Writing Assignments below for calculations)
<p>Reading instructor's feedback</p>	<p>For each assignment for which students will review feedback, assumption: 10 minutes allotted per graded assignment for the student to review instructor feedback</p>
<p>Quizzes</p>	<p>For each quiz given via the LMS or other online resource, assumption: 60 minutes allotted for taking a quiz</p>
<p>Weekly lecture notes</p>	<p>For each lecture's notes, assumption: 50 minutes allotted per issuance of lecture notes</p>
<p>Links to external websites</p>	<p>For each external website (non-classroom websites) students are directed to visit, assumption: 20 minutes per URL visit</p>
<p>Midterm exam</p>	<p>For a midterm exam, assumption: 3 hours allotted for taking the exam</p>
<p>Final exam</p>	<p>For a final exam, assumption: 3 hours allotted for taking the exam</p>

OUT-OF-CLASS-TIME ACTIVITIES & CALCULATIONS

<p>Reading course materials</p>	<p>For each course readings, assumptions:</p> <ul style="list-style-type: none"> For each reading, estimate the number of words on a sample page and multiply this number by the number of pages, yielding an estimate of total words. <p>To estimate time in minutes, divide the word total by the number of words read per minute—estimated at 200 words read per minute, or 180 words read per minute for electronic materials. This will yield the estimated total minutes to complete the reading.</p> <ul style="list-style-type: none"> For example: $500 \text{ words per page} \times 16 \text{ pages} = 8,000 \text{ words}$ $8,000 \text{ words} \div 200 \text{ (per minute)} = \mathbf{40 \text{ minutes}}$
<p>Video and multimedia materials</p>	<p>For each video or multimedia piece, accessed via a link to an external URL or embedded in the course, assumptions:</p> <ul style="list-style-type: none"> the number of minutes required to view or interact with each piece. (Note: these pieces may also be categorized as seat-time activities, depending on how they're utilized instructionally.)
<p>Formal writing assignments</p>	<p>For each writing assignment, assumptions:</p> <ul style="list-style-type: none"> Writing: 20 words written per minute and 30 minutes for each page of writing Writing preparation time: 120 minutes for preparation time Researching: 120 minutes per page of writing
<p>Miscellaneous assignments</p> <p>Assignments in the class that do not fit with any of the above entries</p>	<p>For each miscellaneous assignment, assumption: 120 minutes per assignment</p>
<p>Student studying & preparation time</p>	<p>For exams and quizzes, assumptions:</p> <ul style="list-style-type: none"> Mid-Term preparation: 10 hours for studying/preparation Final Exam preparation: 10 hours for studying/preparation Quiz preparation: 60 minutes of studying/preparation