

TSU Course Credit Hour Calculation for Hybrid and Online Courses - Policy Recommendations

IDEALLY:

Credit Hours	Direct Instruction Hours	Student Work Hours	Total Course Hours
For every 1 hour	15	30	45

However, there must be a minimum of 10 instructor directed hours per credit hour. The overall total per credit hour is 45 hours. If there is 10 instructor directed activities, then there must be student directed activities, which total to the 45 hours. The ideal for 1 credit hour is 15 instructor directed hours and 30 student directed hours.

No more than 10 hours over the total amount of credit hours. This means that in a one credit hour class, the total calculation must not exceed 55 hours. In a three-credit hour class, the total credit hours cannot exceed 145 directed hours.

A quick rule of thumb is that instructor directed hours are activities that would normally take place in the classroom. Student directed hours are activities that would normally be done as student homework or outside the classroom.

If there is a span for requirements, i.e. 3-5 pages, then the middle value will be used as a guideline to figure the credit hours. 250 words = 1 pg.

Rough drafts are to be counted for pages written (1 hour per page) and research (1 hour per source).

For second/final drafts, if there are instructor comments and edits after the draft, then 1 hour per page is figured for credit hours consideration -½ hour for instructor directed hours and ½ hour for student directed hours. Example: 6-page paper: 6 student hours for rough draft. Then hand in the final draft – 3 instructor hours and 3 student hours. Equals total of 12 hours for rough draft and then final draft of paper.

For reading, if the reading is a close reading then it is figured at 10 min. per page. If the reading is to be used as a resource, then it is figured at an hour per source.

Group collaboration projects are to be figured as ½ of the time instructor directed and ½ of the time as student directed.

A one credit hour lab has 30 contact hours for the Lab course in total.

Activity Calculations

Calculations for direct faculty instruction:

Weekly threaded discussion forums	1 post + 2 replies =	1 hour
PowerPoint Presentations without audio	1 slide =	3 minutes
PowerPoint Presentations with audio	1 slide variable =	5-10 minutes

TSU Course Credit Hour Calculation for Hybrid and Online Courses - Policy Recommendations, cont'd

Lecture notes	1 page =	5 minutes
Video lectures	Variable =	30 minutes – 3 hour
Face-to-Face meetings (hybrid only)	1 hour =	1 hour
Assigned videos (does not include lecture videos)	Variable	30 minutes – 2 hour
Quizzes/Exams	Variable	30 minutes – 3 hour
Rough draft feedback	1 page	30 minutes
Group Collaboration - Variable (1/2 time to instructor directed time and ½ time to student directed time)		

Calculations for Student work:

Calculations for student work:

Readings	Variable 6-10 minutes per page depending on content	
Written assignments (papers, journals, reviews, etc.)	1 page	1 hour (doesn't include speech prep)
Rough draft papers	1 page	1 hour (doesn't include speech prep)
Paper revisions	1 page	.5 hour
Research	1 source	1 hour
Case Studies	1 page	1 hour
PowerPoint Presentations	1 slide	.5 hour
Speech Prep and Preparation	1 minute	1 hour
Assigned homework problems	Variable 10-30 minutes per problem based on math level	
Group Collaboration - Variable (1/2 time to instructor directed time and ½ time to student directed time)		

Calculations for Clinical/Practicum/Internship/Lab:

Clinical	45 work hours =	1 credit hour
Practicum	20-40 observation hrs	1 credit hour
Internship	40 work hours =	1 credit hour
Lab	30 contact hours =	1 credit hour

TSU Course Credit Hour Calculation for Hybrid and Online Courses - Worksheet

Categorization	Actual Course Assignment Descriptions	Total Hours
Instructor Directed Work		
Weekly Discussion Forums		
PowerPoint Presentations (No Audio)		
PowerPoint Presentations (Audio)		
Lecture Notes		
Video Lectures		
Face to Face Meetings (hybrid only)		
Assigned Videos (doesn't include video lectures)		
Quizzes/Exams		
Rough Draft Feedback		
Group Collaboration		
TOTAL INSTRUCTOR HOURS		

Student Directed Work		
Readings		
Written Assignments (papers, journals, reviews, etc.)		
Rough Draft Papers		
Paper Revisions (Rewriting time)		
Research		
Case Studies		
PowerPoint Presentations (Students creating)		
Assigned homework problems		
Speech/Presentation Video (Prep and Presentation)		
Group Collaboration		
Miscellaneous (include description)		
TOTAL STUDENT HOURS		

Hours for Practicum/Clinical if required		
TOTAL COURSE HOURS CALCULATED		