

# Managing Time: Best Practices for Course Credit Hour Calculations

A component of TSU's Spring 2024

Faculty Development Peer to Peer Conversations

Tuesday, January 9, 2024, 11:00 – 11:45 am (central)

Zoom (874 1812 4525): <https://us02web.zoom.us/j/87418124525>

PPT Slides & session recording: <https://www.graduatesrise.com/events>

Attendance Survey: [https://tnstateu.az1.qualtrics.com/jfe/form/SV\\_55zBKgPDXSDDPV4](https://tnstateu.az1.qualtrics.com/jfe/form/SV_55zBKgPDXSDDPV4)

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Department of  
Social Work and  
Urban Studies

*Excellence*  
is our Habit!



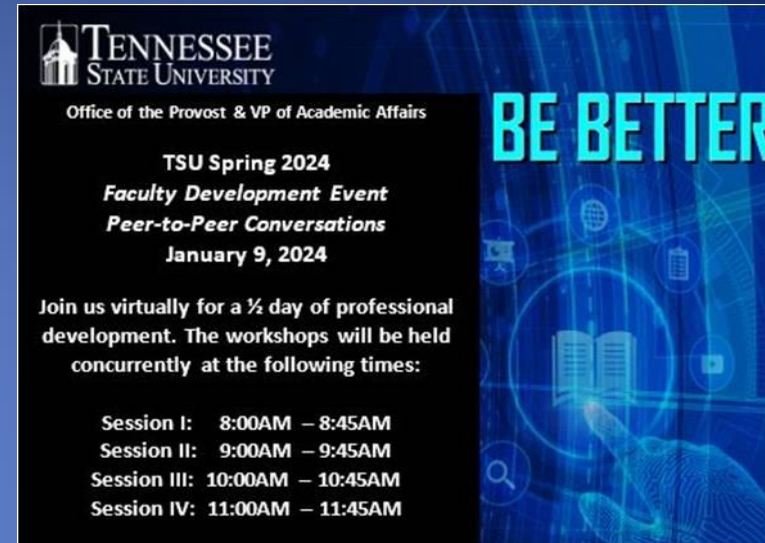
# Managing Time: Best Practices for Course Credit Hour Calculations

## Session Description:

Providing clear direction up front in syllabi promotes academic rigor and helps students understand how to be successful in a course. This session will present best practices for calculating course credit hours to provide clear direction to students regarding expectations for the amount of time to be spent on the individual components of course work assigned. This session will discuss how to ensure you are assigning an appropriate amount of work overall, as well as how to make activity calculations for common student tasks such as reading, writing papers, preparing oral presentations, and working in groups. Practices for planning faculty workload time to ensure the appropriate amount of direct instruction hours will also be discussed.

## Session Learning Objectives:

- Comprehend core concepts for Carnegie unit credit hour course calculations.
- Understand why specifying time-on-task calculations are important.
- Secure access to resources for planning time-on-task calculations.



The poster features the Tennessee State University logo at the top left. Below it, the text reads: "Office of the Provost & VP of Academic Affairs", "TSU Spring 2024", "Faculty Development Event", and "Peer-to-Peer Conversations January 9, 2024". A large, stylized "BE BETTER" text is on the right side. Below the event details, it says: "Join us virtually for a ½ day of professional development. The workshops will be held concurrently at the following times:". A list of four sessions follows: "Session I: 8:00AM – 8:45AM", "Session II: 9:00AM – 9:45AM", "Session III: 10:00AM – 10:45AM", and "Session IV: 11:00AM – 11:45AM". The background is a blue digital grid with icons of a globe, a book, and a magnifying glass.



# What are Course Credit Hour Calculations?

## The Carnegie Unit (1906)

Serves as an objective measure of:

- Total learning time spent by a student in a course
- Total instruction time spent by faculty in a course
- Billing accountability for rigor in higher education

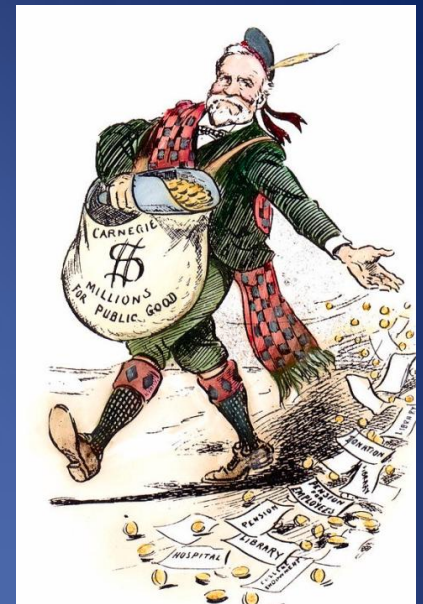
## Key concepts:

### **Faculty Workload**

- **Direct Instruction**: Intentional Faculty/Student engaged instruction (i.e. lectures, meetings, grading, events, role playing, lab, practicum, etc.)
- **Indirect Instruction**: Tasks that make the course better (i.e. Course Prep, professional development, evaluation & reporting, research & publication)

### **Student Work Hours**

- **Direct Learning**: Active Faculty/Student engaged learning (i.e. lectures, meetings, reviewing feedback, events, lab, practicum, etc.)
- **Independent Learning**: Tasks students complete on their own or in groups (i.e. reading, research, group collaboration, analysis, reporting, dissemination, etc.)



More info on Andrew Carnegie & The Carnegie Foundation: <https://www.carnegiefoundation.org/faqs/carnegie-unit/>

# Why are Course Credit Hour Calculations important?

- **Compliance with laws & professional standards:**
  - US Dept of Education – receipt of federal funds
  - Accrediting bodies - SACSCOC
  - Program/Discipline specific regulatory bodies
- **Benefits to Faculty:**
  - Workload planning (Direct/Indirect Instruction)
  - Establishes standards for academic rigor
  - Accountability standards for labor (TSU Workload Policy):  
<https://www.tnstate.edu/policies/documents/academic/Workload.pdf>
- **Benefits to Students:**
  - Time on Task planning (Direct/Independent Learning)
  - Reduces anxiety with clear expectations
  - Identifies if there may be a need for learning supports



# Carnegie Unit - Course Credit Hour Calculations

## Undergraduate Courses – 18 week semester

Course Credit Hours	Direct/Engaged Instruction Hours	Student Independent Work Hours	Total Course Hours Student & Faculty	Faculty Clock Hours per week
1	15	30	45	2.5
2	30	60	90	5
3	45	90	135	7.5

## Graduate Courses – 18 week semester

Course Credit Hours	Direct/Engaged Instruction Hours	Student Independent Work Hours	Total Course Hours Student & Faculty	Faculty Clock Hours per week
1	20	40	60	3.333
3	60	120	180	10
4	80	160	240	13.333

# TSU's Course Credit Hour Calculation Recommendations (1 of 3)

<https://www.graduatesrise.com/events/2024/1/9/dr-cyn-speaks-about-the-carnegie-unit>

## 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

*Course credit hour calculation worksheet and policy recommendations based on an analysis done by Central Methodist University (CMU) and published with CMU permission. Page 1 of 3*



# TSU's Course Credit Hour Calculation Recommendations (2 of 3)

<https://www.graduatesrise.com/events/2024/1/9/dr-cyn-speaks-about-the-carnegie-unit>

## 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's Course Credit Hour Calculation Recommendations (3 of 3)

<https://www.graduatesrise.com/events/2024/1/9/dr-cyn-speaks-about-the-carnegie-unit>

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

Categoryization	Actual Course Assignment Descriptions	Total Hours
<b>Instructor Directed Work</b>		
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		
<b>TOTAL INSTRUCTOR HOURS</b>		

<b>Student Directed Work</b>		
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)		
<b>TOTAL STUDENT HOURS</b>		

Hours for Practicum/Clinical if required		
<b>TOTAL COURSE HOURS CALCULATED</b>		



# Example syllabi content for a 2 credit hour Undergraduate level course

## SOWK 4850: Research II

w/ High Impact Practice Culminating  
Senior Experience,  
Research Project embedded in  
Practicum

- See TSU's BSW Practicum Manual here:

<https://www.tnstate.edu/socialwork/bsw-forms.aspx>

- See Preferred Reporting Items for Systematic  
Reviews & Meta-Analyses (PRISMA) template here:

<http://www.prisma-statement.org/>

\*\*Note I am over the required 30 Direct  
Instruction hours, leaving me with a  
remaining 16.5 clock hours for Indirect  
Instruction

Course Hour Calculations: SOWK 4850 Research II (George)		Hours Assigned	Hours Spent	Instructor Hours
Category of Task	Assignment Description (page count)			
1. Reading	Course syllabus, eLearn, Guidance Documents (25)	4		12
	Rubin & Babbie: Appendix A&B, Ch 1&2 (57)	10		0
	PRISMA website & tools (48)	8		0
		0		0
2. Independent Research	5 articles about your practice/policy context	5		0
	10 articles that answer your research question	10		0
		0		0
3. Peer Review Discussion Threads	[1 post & 2 replies for each = 1 hour, plus time for prep of post contents due to complexity of posts]	0		0
	Introduction Post	1		1
	PRISMA example post	2		3
	2 paragraphs about agency	3		3
	3-5 potential research questions	1		3
	Sample Annotation	3		3
	Outline for Research Report	4		3
		0		0
4. Quizzes	PRISMA example (14) & quiz	2		1
		0		0
5. Written Assignments	PRISMA protocol – (10 pg template)	5		5
	Research Report – Final paper (15-20 pages)	20		10
		0		0
6. Recorded Lectures	Introduction to the Instructor	1		1
	Introduction to the Course & Syllabus Review	1		1
	PRISMA Examples Activity Instructions	1		1
	Completing your PRISMA	1		1
	Selecting & Extracting; Annotations; Preparing an Outline for your Research Report	1		1
		0		0
7. Group Zoom Sessions	Understanding The Assignment	1.5		1.5
	Connecting your question to the literature	1.5		1.5
	Library Skills training	1.5		1.5
		0		0
		0		0
8. One-on-One Zoom	Meeting to finalize research question & PRISMA	2		10
	Writing the Research Report	2		10
		0		0
<b>Total Earned Hours*</b>		<b>91.5</b>		<b>73.5</b>
<b>REMEDIAL WORK ONLY – NOT REQUIRED</b>				
Remedial Work (only students without SOWK 4800 at TSU)	Rubin, Ch. 3, 4, 5, 7, & 14 (68p) – minimum reads	10		
	CITI Training & Exams – Research Ethics	10		
	TSU Library skills help – if needed	5		
	<b>Minimum Remedial Work if Needed</b>	<b>25</b>		

\*Note that for 2 BSW credit hours, policy is that I assign you 60 student work hours with 30 of those being instructional hours I provide you directly, the others are work you do on your own. Amounts shown over 60 student work hours include that some of this work is to be embedded into your Practicum placement's work hours, approximately 6-10 hours per week. You should have related tasks in your formal Learning Contract as approved by your Practicum Supervisor and/or Faculty Liaison. If your Practicum placement does not want to support you to do research for this course, please let me know ASAP so we can make workload adjustments accordingly.

# Example syllabi content for a 3 credit hour Graduate level course

## SOWK 6030: Policy Analysis I w/ High Impact Practice Research with Faculty, Social Movement Analysis project, culminating with student publication & presentation

- See Creating Change Journal Here:

[https://digitalscholarship.tnstate.edu/creating\\_change/](https://digitalscholarship.tnstate.edu/creating_change/)

- See College of Public Service Virtual Research Series here (Fri, Apr 5, 2024, noon-1 pm):

<https://www.tnstate.edu/cpsua/researchseries.aspx>

\*\*Note I am at 109 Direct Instruction hours, leaving me with a remaining 71 clock hours for Indirect Instruction

Course Hour Calculations: SOWK 6030 Social Welfare Policy & Services (George)		Hours Assigned	Hours Spent	Instructor Hours
Category of Task	Assignment Description			
1. Reading	Course syllabus (20 pages)	10		10
	DeNitto & Johnson (534)	68		0
	Day & Schiele, Ch. 1&2 (55 pages)	3		0
	Segal, Ch. 1 & 2 (55)	3		0
	Christensen, 2009 (6)	2		0
	EyeInOrbit, 2015 (2)	1		0
	NASW Code of Ethics website (10 pages)	10		0
	(All calculated @10 min per page for close read)	0		0
		0		0
2. Quizzes	Day & Schiele Ch. 1&2 AND Segal Ch. 1&2	2		1
	DeNitto & Johnson Ch1&2 and NASW Code of Ethics	2		1
		0		0
		0		0
3. Discussions	Introduction Post	2		3
	2 media articles on Social welfare history	4		6
	2 peer reviewed articles on poverty	4		6
	Ideas for 2-3 social movements for project	4		6
	Connect 1 chosen movement to public policy	4		6
	Healthcare policy articles	4		6
	Education or Employment policy articles	4		6
	Race, Ethnicity, and Immigration	4		6
	Gender & Sexual Orientation	4		6
	Disability & Ageism	4		6
		0		0
4. Written	Final Paper (10)	12		12
	Final Mini-Zine (1)	4		3
		0		0
5. Oral Presentation	PowerPoint slides prep	4		0
	5 minute long presentation w/5 min of Q&A	5		3
		0		0
6. Recorded Lectures	Instructor Introduction	1		1
	Course Syllabus Introduction	1		1
	Day & Schiele Ch. 1&2 AND Segal Ch. 1&2	1		1
	DeNitto & Johnson Ch1&2 and NASW Code of Ethics	1		1
	DeNitto & Johnson Ch 3 & 7	1		1
	DeNitto & Johnson Ch 4 & 5	1		1
	Social Movement Analysis Project Overview	1		1
	Accessing Public Policy Records – Federal, State, City	1		1
	DeNitto & Johnson Ch 8	1		1
	DeNitto & Johnson Ch 9	1		1
	DeNitto & Johnson Ch 12	1		3
DeNitto & Johnson Ch 11	1		3	
DeNitto & Johnson Ch 6 & 10	1		3	
		0		0
7. Group Zooms	Preparing Yourself for Policy Practice	1		1
	Student Oral presentations	2		2
		0		0
		0		0
<b>Total Earned Hours</b>		<b>180</b>		<b>109</b>

# Wake Forrest's Workload Estimator

<https://cat.wfu.edu/resources/workload2/>

## Enhanced Course Workload Estimator

Research & Design: [Betsy Barre](#) | [Allen Brown](#) | [Justin Esarey](#)  
[Click Here for Estimation Details](#)

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### COURSE INFO

**Class Duration (Weeks):**

### READING ASSIGNMENTS

**Pages Per Week:**

**Page Density:**

**Difficulty:**

**Purpose:**

**Estimated Reading Rate:**  
67 pages per hour

manually adjust

### WRITING ASSIGNMENTS

**Pages Per Semester:**

**Page Density:**

**Genre:**

**Drafting:**

**Estimated Writing Rate:**  
0.75 hours per page

manually adjust

### VIDEOS / PODCASTS

**Hours Per Week:**

### DISCUSSION POSTS

**Posts per Week:**

**Format:**

**Avg. Length (Words):**

**Estimated Hours:**  
0 hours / week

manually adjust

### EXAMS

**Exams Per Semester:**

**Study Hours Per Exam:**

Take-Home Exams

### OTHER ASSIGNMENTS

**# Per Semester:**

**Hours Per Assignment:**

Independent

### CLASS MEETINGS

**Live Meetings Per Week:**

**Meeting Length (Hours):**

### WORKLOAD ESTIMATES

Total: 0 hrs/wk  
Independent: 0 hrs/wk  
Contact: 0 hrs/wk

**Whichever process you choose, be consistent!**

# Does teaching & learning happen in discrete billable units???

## Of course not!!

*But it is the process we have to work within given our current economic system...*



### Best practices for system agents:

- **University:** **Clear & consistent Policies & Procedures** designed to set all system agents up for success regarding their role in compliance with regulations.
- **College:** **Planning & Communication** between Chairs and Faculty (Workload planning, budget requests, manage timely hiring & contracting, etc.)
- **Faculty:** **Structure & Flexibility** (Create clear syllabi, timely grading, referrals to learning supports, appropriate use of Incompletes, report labor exploitation, etc.)
- **Students:** **Self-directed Learning & Accountability** (Read syllabi thoroughly, do the work, review feedback, ask for help, engage in metacognition, communicate with program leadership if you are not receiving appropriate services, etc.)

**TSU Spring 2024 Faculty  
Development Event**  
*Peer to Peer Conversations*  
**January 9, 2024**  
**Attendance Survey**

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**Thank you for your participation!**



- Please use the top QR Code or click on the Survey Link to complete the attendance survey:  
[https://tnstateu.az1.qualtrics.com/ife/form/SV\\_55zBKgPDXSDDP\\_V4](https://tnstateu.az1.qualtrics.com/ife/form/SV_55zBKgPDXSDDP_V4)
- Access the PPT slides and a recording of this session using the bottom QR Code or this link  
<https://www.graduatesrise.com/events>

Reach out if you need me!

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