Federal Credit Hour Requirements & Online Course Design

Breakdown- 3 Credit Hours

Time	Weekly	Semester
Instructional	150 Minutes/ 2.5 Hours	2250 Minutes/ 37.5 Hours
Independent	300 Minutes/ 5 Hours	4500 Minutes/ 75 Hours
Total	7.5 Hours	112.5 Hours

Definition of Instructional Time – Online/ Hybrid Courses

The following is most likely how an instructor spends their time in an online course:

- **Designing the course.** Ideally this is accomplished before the course begins.

- **Posting new material** after the course has been fully designed and is "live." In response to contemporary events and student needs/interests, the instructor is putting up announcements, calling attention to relevant material outside the course shell, posting commentaries on the discussions and other activities in the course, etc., as needed.

- **Checking in on student interactions**, participation, and questions about the course. This most typically happens in a dedicated discussion area (i.e., a Q & A or Ask the Instructor discussion forum), but also in email and in other ways and "places" online, such as blogs, wikis, web-conferencing meetings, etc.

- **Giving feedback on assignments.** Activities such as providing written comments (along with grades) when using the grade book, and giving more extensive written feedback on student worked that is posted to the drop box.

- **Class management.** Includes activities such as sending out reminders of assignments that are due, grouping/pairing of students for team projects, and introducing new assignments and requirements.

Time on Task

Despite some significant differences in communication technologies and pedagogical methods, online courses are similar to on-campus courses in many important respects. Total time on task is the same for online and on-campus courses of equal lengths. Additionally, an online course will have the identical goals and learning outcomes as its on-campus counterpart. The online course must be equal in content and challenge as the on-campus course.

How students spend their time in on-campus and online courses is directly related to the assignments, assessments, and other tasks given by instructors.

Instructional Activities (33.33% of Course Time)	
Face to Face	**Online/ Hybrid**
1. Listen to/ take notes on lectures, presentations, and multimedia. 2. Participate in whole-class and small-group discussions with other students and the instructor. 3. Engage in experiential learning activities, such as labs and simulations. 4. Practice developing new competencies. 5. Take quizzes or exams. 6. Write short in-class essays.	1. Listen to/ take notes on lecture recordings (audio, screen capture, or video). 2. Participate in whole-class and small-group discussion forums with other students and the instructor. 3. Engage in experiential learning activities such as labs or virtual simulations. 4. Practice developing new competencies. 5. Take online quizzes/ exams. 6. Write short reflective essays/ blog posts.

Independent Course Assignments (66.66% of Course Time)
1. Read articles and books. 2. Review class notes. 3. Solve homework problems. 4. Conduct and write-up research. 5. Complete projects and other major assignments. 6. Prepare classroom presentations. 7. Meet with instructor during their office hours.