

Time Allocation Worksheet

Instruction hours per week (engaging with students in some way)

- 1 instructional hour represents 50 minutes of instruction in a classroom
- one unit = 12.33 semester hours

Example: To find the weekly instructional hours required for a 3 unit course,
 $12.33 \text{ semester hours} \times 3 \text{ units} = 35 \text{ instructional hours (rounded) per semester}$

For a six week semester course,
 $35 \text{ instructional hours} / 6 \text{ weeks} = 6 \text{ semester hours (rounded) of instruction per week}$

Possible instruction components:

_____ 1. primary instruction

_____ - video lecture

_____ - synchronous lectures

_____ - other

_____ 2. secondary instruction

_____ - interviews

_____ - short videos

_____ - office hours

_____ - discussion moderation

_____ - grading feedback

_____ - other

_____ 3. activities with students (synchronous or asynchronous)

_____ - discussion moderation

_____ - live discussion sessions

_____ - reading journal entries

_____ - providing feedback

_____ - other

_____ Total

Student time allocation per week

Includes student engagement with content, student engagement with faculty, and student to student engagement

- approximately 3 hours of student work per 1 hour of instruction

Example: For a six week semester course, the above example shows that there is 6 hours of instruction per week.

The time a student is expected to spend in the course is 3 hours per 1 hour of instruction. So for 6 hours of instruction x 3 hours of outside work per hour of instruction = **24 hours** of outside student work / week (not including the time spent in the actual 6 hours of instruction)

____ primary instruction
____ secondary instruction
____ discussion
____ readings
____ activities
____ projects
____ collaborations
____ quizzes
____ other

____ Total