

COURSE CREDIT HOUR CALCULATION WORKSHEET

COURSE TITLE:

NAME OF INSTRUCTOR:

COURSE LENGTH:

INSTRUCTIONS: Use the following chart to provide detail on the instructional activities for your course. The worksheet should include all activities that are part of the course. Please provide a brief explanation of each listed activity. Learning hours should be calculated based on the total time required for an average student to complete the assigned work over the course of the semester. A completed version of this form should be submitted along with the course syllabus.

NOTE: According to federal guidelines, a total of 135 hours of in and out of class work is expected for a three credit graduate course (45 total hours per credit assigned). According to the Department of Education, 1 hour = 50 minutes.

Learning Activity	Time Assignment	Explanation (if necessary)
Scheduled class/course contact time (circle one)		
Class time		
Reading assignments		
Informal Writing		
Formal Writing		
Other (exam prep, research, etc)		
Minimum Total Learning Hours:		

Possible Instructional Activities:

Activity Type	Time assignment notes
<p>In-class/course contact hours</p> <p>3 credit courses are normally scheduled for approximately 2000 minutes of direct or indirect contact hours (=40 hours, based on DOE calculation of 1 hour = 50 minutes)</p> <p>1.5 credit courses are normally scheduled for 900 minutes of direct contact hours (18 hours)</p> <p>1 credit courses are normally scheduled for 720 minutes of direct contact hours (14 hours)</p>	<p>Semester formats (3 credits):</p> <p>1 x 165 minutes x 12 weeks (40 hours)</p> <p>1 x 105 minutes plus 60 alternative contact x 12 weeks (40 hours)</p> <p>Mix of online and in-person contact x 12 weeks totaling 2000 minutes (40 hours)</p> <p>Intensive formats (3 credits):</p> <p>Weeklong: 5 x 360-420 minutes (36-42 hours)</p> <p>Weekends: In-person totaling 2000 minutes (40 hours)</p> <p>Other (please provide calculation):</p> <p>_____</p>
Out of Class Activity Types	Time assignment notes
Course readings	10-30 pages per hour depending on type of reading and level of difficulty
Films/videos out of class	
Experiential Learning Activities	Do not include travel time because this will differ by student
Attending out of class speakers/events/fieldtrips/conferences etc.	
Required online sessions (synchronous)	
Required online activities (asynchronous)	
Required online postings/writing	
Group meeting time	
Conducting interviews	
Take home exams	
Writing assignments	Formal writing – one page per hour Informal writing – two pages per hour
Redrafting writing	Two-three pages per hour
Research	

Work on a project	
Reviewing lecture/reading notes	
Studying for exams	
Preparation for in-class presentations	
Musical composition	
Choreography	
Creative Practice outside of Studio / Lab	
Creative Practice in Studio / Lab	
Rehearsal	
Performance/public appearances (outside class)	
Teaching Bible Study/Facilitating Discussion	