



Operating Definitions

Direct Instruction (rather than “seat time”)

Any activity that would reasonably be accomplished in a face-to-face classroom, with the addition of both synchronous and asynchronous communication now afforded by educational technologies

Direct Instruction includes, but is not limited to:

Content Delivery - Any synthesis provided to the class by the instructor or course designer, including:

1. Edited and non-edited time presentations (e.g., recorded lectures, narrated slides)
2. Documents developed specifically for the course by the instructor/course designer

Interaction - Interactive activity which includes:

1. Synchronous sessions when the instructor is communicating with any member of/ all of the class (e.g., compressed video, text chat, phone or VOIP conversation, virtual office hours)
2. Asynchronous sessions where the instructor is providing conversational feedback to any member of/all of the class (e.g., discussion forum comments, email conversations)

This does not include feedback for formal assignments that would have normally been provided outside of face-to-face class, such as formal papers and projects. It only includes conversational feedback.

<u>Time Equivalencies (Instruction)</u>	Instructor	Student
In-seat time	1 to 1	1 to 1
Content Delivery – synchronous	1 to 1	1 to 1
Content Delivery – timed, edited	3 to 1	2 to 1
Content Delivery – timed, unedited	1 to 1	1 to 1
Synchronous Interaction	1 to 1	1 to 1
Content Delivery – Document preparation	Words / 300 WPM x 3	
Asynchronous Interaction	consistent with mode, above	

Equivalencies (Student Work)

Reading Equivalencies

Leisure or light reading	50 pages/hour
Regular reading	40 pages/hour
Moderate (text, article)	30 pages/hour
Heavy reading (research)	15 pages/hour

Writing Equivalencies

Regular writing (response, essays, worksheets)	1 hour/page
Research writing/draft	1.5 hours/page
Research writing (inclusive)	3 hours/page

Presentation Preparation

Solo presentation	1 hour/5 minutes
Group presentation	2 hours/5 minutes

Testing Preparation

Quizzes	1.5 hours/quiz
Exams	8 hours/exam

Reflection and Integration (TBD)