Alternative Instructional Equivalencies for Distance Learning Courses

According to Pennsylvania Department of Education (PDE) and Middle States Commission of Higher Education (MSCHE), each credit hour requires 15 hours of direct faculty instruction (i.e. 750 minutes) with a minimum of two hours of out-of-class work for each hour of direct faculty instruction.

Instructional Activity	Description	Rate of Equivalency	UND	GRD
Asynchronous Lecture	Asynchronous instruction using instructor created resources such as recorded lectures, written notes and supplemental resources. Gives students opportunity for comments, reflection or assessment.	Estimated time to view instruction + quiz, reflection paper or forum.	x	x
Instructional Audio or Videos	Instructor-mediated content made available in an alternative delivery format for students to view/interact with to expand upon and clarify course concepts and objectives.	Estimated time to view instruction + quiz, reflection paper or forum.	x	x
Synchronous Web Conference or Instruction	Instructor or student led opportunities used for instruction, projects or feedback after instruction. Provides for collaborative, synchronous learning with specific expectations for participation & feedback. *(Recordings are retained within the course for review).*	1 hour = 60 mins. instruction	x	x
Case Studies or Problem Solving Simulations	Examination and exploration requiring utilization of critical thinking skills which relate to course objectives. Analysis is shared with the instructor and/or the class with posts for feedback and assessment.	Analysis + 2 posts = 60-120 mins	x	
		Analysis + 2 posts = 120-180 mins.		x
Forums	Instructor guides/mediates threaded discussion, engaging learners with content that directly relates to course objectives and which has specified timeframes, expectations for participation, and thoughtful analysis. Students view all posts and interact with peers. Graduate students may need to post citations.	Initial post + view all = 30 mins Initial post + view all + 2 responses = 60 mins.	x	
		Initial post + view all = 30-60 mins. Initial post + view all + 2 responses = 60-120 mins.		x
Reflection or Article Review	Instructor guided activity where students apply learned concepts to personal experiences or apply higher order of analytic skills related to instructor led resources or scholarly articles/professional journals. Shared posts require reading all peer posts.	1 private post = 30 minutes 1 shared post + view all = 60 mins.	x	x
Blogs Journals Logs	Instructor guides students in applying learned concepts or reflect on learning experiences; learned concepts are shared with the instructor and/or classmates for thoughtful analysis, feedback and assessment. Shared posts require reading all peer posts.	1 private post = 30 minutes 1 shared post +view all = 60 mins.	x	x
Web-Quest (Internet Research)	Under instructor guidance, students research information via Internet that enhances learning and addresses specific course outcomes; findings are shared with the instructor and classmates.	1 in-depth post = 60 mins. Citations may be required.	x	x
Library Research	Instructor guides students through in-depth research of scholarly articles or professional journals that relate to course objectives; results of research are shared with the instructor and/or classmates.	1 five-page project = 60 mins.	x	x
		1 three-five page paper = 60-120 mins.		
Virtual Labs Lab Reports	Instructor provides students with computer-simulation or online laboratories. Instructors require students to submit, share or post lab reports produced and assess work according to course rubric.	1 hour lab = 60 mins. 1 lab report + read all + 2 responses = 60 mins.	x	x
Quizzes	Instructor creates formative or summative quiz through which students demonstrate subject knowledge.	1 hour test = 60 mins	x	x
Individual Presentation Group Presentation	Instructor guided activity where students apply learned concepts to personal experiences or apply higher order of analytical skills in developing and presenting a project presentation. The project is shared synchronously or asynchronously with the instructor and/or classmates for feedback and assessment.	**Sync.**: 1 hour = 60 mins. **Async.**: Project + view all+ 2 reviews = 90-120 mins.	x	
		Sync.: 1 hour = 60 mins. **Async.**: Project + view all+ 2 reviews = 120-180 mins.		x
Guided Project Team/Group Project	Instructor leads students in summative individual or group project with specific learning objectives; students and instructor collaborate to research, analyze, synthesize and prepare the project. Instructor receives periodic updates and provides guidance and feedback.	60 mins. per week for the duration of the project. *Actual time may vary by project.*	x	x
Field Exp. Virtual Tours Workplace Integration	Instructor provides leadership as students (individuals or in groups) analyze an activity and prepare a paper or presentation to be shared with the instructor and/or the classmates.	Instructor led 1 hour = 60 mins. Without instructor: 1 hour + reflection paper = 60 mins.	x	x