

**Carnegie Hours Compliance Form**

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| **Professor:** | **Course:** |

**Type of Course: Online Hybrid**

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| --- | --- |
| Contacts | Online Course Required Minutes Per Semester |
| 3 | 2250 |
| 4 | 3000 |
| 6 | 4500 |

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| Contacts | Hybrid Course Required Online Minutes Per Semester |
| 3 | 1125 |
| 4 | 1500 |
| 6 | 2250 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Activity** |   | **Examples of Time allocations (in minutes)** | **Minutes** |
|  |   |  |  |
| **Introductory Activities** |   |   |  |
| Review of syllabus, classroom instructions, how to use the online/hybrid course, welcome video |   |  |  |
| **Review of Week Announcements** |   |   |  |
| Review of learning objectives for the week, instructions to students on how to complete the session items and achieve session objectives |   | 2 - 6 minutes per page depending on density of material |  |
| **Lectures** |   |   |  |
| Audio/Video intended as a substitute for lecture |   | Length of video/audio time |  |
| **Forum Discussions** |   |   |  |
| Participation of the discussion board and/or review of others' discussion posts.  |   | 30 minutes - Single post no reply. 45 - 75 min - Discussion board requiring student to student interaction. 60 - 90 min - Discussion Board requiring faculty to student to student interaction |  |
|   |   | If multiple discussion boards are used, allocate time to each board and aggregate time. |  |
| **Quizzes** |   |   |  |
| Participation in quizzes offered to student to gauge comprehension of the subject matter.  |   | Length of time allotted for quiz |  |
| **Tests** |   |   |  |
| Participation in tests offered to students to gauge comprehension of subject matter. |   | Length of time allotted for test |  |
| **Group Work Online** |   |   |  |
| Working with team members on assigned team projects or group work |   | Time estimated based on typical time required for face to face class |  |
| **Required Reading** |   |   |  |
| Time spent reading/reviewing textbook assignments that would have normally be covered in a classroom setting |   | 2 - 6 minutes per page depending on the density of the materials reviewed. |  |
| **Description of Activity** |   | **Examples of Time allocations (in minutes)** | **Minutes** |
| **Review of Materials - Lecture Notes, Outlines, Power Points, .pdf files, etc.** |   |   |  |
| Time spent reading/reviewing class materials included for instruction such as: Lecture Notes, Outlines, Power Points, .pdf files |   | 2 - 6 minutes per page depending on the density of the materials reviewed. |  |
| **Lab/Clinical** |   |   |  |
| Time spent in classroom in lab/clinical activities |   | Time allocated per lab description not to exceed the contact hour allotment if the lab were physically attended on campus. |  |
| **Presentations** |   |   |  |
| Time spent in uploading presentations, or in reviewing the presentation of self and/or others. Preparing the presentation would be considered an assignment |   | Length of actual time as assigned or written presentation 2 - 6 minutes per page depending on the density of the submission. |  |
| **Outside Links** |   |   |  |
| Links to outside materials posted by the instructor |   | Time required to view video or read documents (2 - 6 minutes per page) |  |
| **Other** |   |   |  |
| Any other instructional activities for students. |   | Time based on equivalent activity if this were a typical face to face class. |  |
|  |  | **Total Minutes:** |  |

Please note that some categories may not apply to your course. Also, you may have class activities that are not covered by any of these categories. Adjust this table as you see fit for your course. Please ensure that the total minutes comply with the required minutes for your type of course.

All activities should reflect items that would occur in class with a traditional face to face course that are now online components.