

Instructional Equivalencies - Minutes of Instruction

Instructional Equivalencies are educational activity associated with a academic course that occur outside of the classroom and with distance learning courses. These are provided for faculty for use in development of curriculum and course syllabi in order to ensure enrolled students complete work that meets requirements of the federal definition of a credit hour.

Instructional Activity	Description of Instructional Activity	Rate of Equivalency
Active learning strategies	With instructor facilitation, students (in small groups/pairs) engage in cohort-based, professionally-focused learning, examining concepts via professional experience. Facilitators lead students in evaluating course concepts/objectives in light of experience, enhancing the depth and breadth of content by intensely- focused group activities in class.	1 active learning strategy = 1hour instruction
Blogs, journals, logs	Instructor guides students in applying learned concepts or reflect on learning experiences; learned concepts to be shared with instructor and/or classmates for thoughtful analysis, feedback and assessment.	1 private post = ½ hour instruction 1 shared post (incl. reading all classmates' posts) =1 hour instruction
Case studies & problem solving scenarios	Instructor leads students in performing In-depth analysis utilizing higher order analytical skills, which relate to course objectives. Analysis is shared with instructor and/or classmates for feedback and assessment.	1 case study analysis & post = 1-2 hours instruction
		1 case study analysis & post = 2 -3 hours instruction
Chat rooms for class or group projects	Instructor directs students in collaborative, synchronous discussion with specific expectations for participation and feedback. (Chats are retained within course for further review.)	1 hour chat = 1 hour instruction
Clinical	Instructor provides guidance and supervision to a student in a professional setting where the student is able to develop and practice clinical skills.	Student works 6 to 12 hours per week.
Conferences (group)	Under instructor's guidance, students participate in collaborative, synchronous learning with specific expectations for participation & feedback (including required exam reviews). When possible, calls or online meetings will be recorded for review.	½ hour conference = ½ hour instruction 1 hour conference = 1 hour instruction

Conferences (In-depth individual)	Instructor engages students in collaborative, one-to-one synchronous learning experience; student will need to submit materials for prior review and meet specific participation & feedback expectations. (When possible, calls/online meetings will be recorded for review)	20 minute conference = 1 hour instruction (based on practice for independent studies)
Discussion board	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.	Initial post – min. 250 words (requires reading all posts) = ½ hour instruction 1 post/reply (requires reading all posts and responding to minimum of 3) = 1 hour instruction; must meet specified criteria Equivalencies may vary further based on specific course expectations/content
		2 posts (requires reading all posts and responding to a minimum of 2) = 2 hours instruction Posts may require citation, which would impact rate of equivalency.
Field trips or tours (includes virtual tours)	Instructor provides leadership as students (individuals or in groups) analyze an activity and prepare a paper or presentation, to be shared in whole or in part with instructor and/or classmates.	Instructor-led 1 hour tour = 1 hour instruction Student(s) without instructor: 1 hour tour + reflection paper = 1 hour instruction
Guided project	Instructors lead students in summative individual project with specific learning objectives; student and instructor collaborate via email, chat, discussion board, and/or in person to research, analyze, synthesize and prepare project. Instructor receives periodic updates and provides guidance and feedback.	1 hour of instruction per week for duration of project (based on practice for independent studies)
Homework Assignments		
Instruction & presentations	Instructors provide students with instruction, including presentations in a virtual classroom setting.	1 hour = 1 hour instruction
Instructional CDs, Power Points, videos	Instructor-mediated content is made available in an alternative delivery format for students to view/interact with in order to expand upon and clarify course concepts and objectives.	Student reviews and posts response to 1 unit of content = 1 hour instruction
Laboratory - Additional	Instructors provide students with hands on experiences providing students with the opportunity to conduct experiments, utilize equipment, test hypotheses and to clarify course concepts.	Students work in laboratory for 2-3 hours per week. Grades based on lab reports and/or lab practica.
Learning Teams/ Group project	Instructors engage students in a mediated, culminating activity with specific learning objectives. With faculty guidance, students collaborate via e-mail, chat rooms, discussion boards, and/or face-to-face contact to research and	1 hour of instruction per week for duration of project

	then analyze, synthesize, and prepare project with instructor receiving periodic updates and providing guidance to group.	
Lecture activity - video, written or audio	In response to direction from instructor, students develop questions, comments, or observations, to be shared with classmates and instructor through discussion boards or participation in chat rooms.	Student reviews 1 lecture & posts response = 1 hour instruction
Library research	Instructor guides students through in-depth research of scholarly articles or professional journals that relate to course objectives; results of research to be shared with class in a designated manner.	1 five (5) page project = 1 hour instruction
		1 three-five (3-5) page paper = 1-2 hours instruction
Modeling	Under instructor guidance, students compute, analyze, and/or interpret data and/or generate appropriate visual aids (using tools like Excel, SPSS, etc.).	Student completes data analysis for one unit of study post = ½ hour instruction Detailed evaluative response to class on assessment from instructor post = ½ hour instruction
		Student completes data analysis for one unit of study post = 1 hour instruction Detailed evaluative response to class on assessment from instructor post = 1 hour instruction
Online quizzes	Instructor creates quiz through which students demonstrate subject knowledge; provides faculty with feedback on students' progress (formative or summative quizzes)	1 hour test = 1 hour of instruction (<i>cannot include final exam</i>)
Peer Review/ assessment	Employing instructor-designated criteria, students evaluate each other's work.	Student review of peer assessment and follow up response post/email to student/teacher = 0.5-2 hours of instruction based on scope and estimated number of hours of review/interaction
Portfolio Preparation	Instructors guide learners through compilation, evaluation, and production of learning portfolios prepared according to course /program rubrics and aligned with specific learning outcomes.	Portfolio conferencing with final presentation of completed portfolio = 1 instructional hour, or equivalent to length of the exercise.
Project Assignment	Instructor assigns a project (written, physical, computer) related to a specific aspect of the course.	Same as homework
Reflection paper or article review	In an instructor-guided activity, students apply learned concepts to personal experiences or apply higher order analytic skills in assessing scholarly articles or professional journals.	1 private post = ½ hour instruction 1 shared post (required to read all classmates' posts) = 1 hour instruction Posts may require citations, which would impact rate of equivalency.
Reflection paper or article review	In an instructor-guided activity, students apply learned concepts to personal experiences or apply higher order analytic skills in assessing scholarly articles	1 private post = ½ hour instruction 2 shared posts (required to read all classmates' posts)

	or professional journals.	= 1.5-2 hours instruction Posts may require citations, which would impact equivalency rate.
Service-learning project	Instructor leads students in completion of service project with specific learning objectives that integrates community service with academic study; faculty provides guidance, support, and feedback to students; student shares experience and reflection with class-mates via emails, chats, discussion boards, and/or face-to-face.	1 hour of instruction per week for duration of project
Studio	Instructor provides students with the opportunity to improve their technique with hands-on experiences in various arts-related disciplines.	1 hour of instruction per week
Teaching - Student	Instructor provides guidance to students on best practices related to teaching and classroom management in a K-12 setting.	Full-time in school placement
Virtual Laboratory and Lab Reports	Instructor provides students with computer-simulation or online laboratories in blended lab-based courses or in order to replace missed laboratories. Instructors require students to submit, share or post lab reports produced and assess work according to course rubric.	1 hour of virtual laboratory = 1 instructional hour, or equivalent to length of the exercise 1 lab report post and review with response to classmates posts = ½ hour instruction
Webconferencing	Instructor engages students in desktop to desktop or classroom video streaming instruction for collaborative, synchronous learning with specific expectations for participation and feedback. (i.e. Wimba, Skype, GoToMeeting)	1 hour webinar = 1 hour instruction
Web-Quest (Internet research)	Under instructor guidance, students research information via Internet that enhances learning and addresses specific course outcomes; findings shared with the instructor and classmates.	1 in-depth post = 1 hour instruction
Workplace Integration	Guided by course instructor, cohort students engaged in a structured, professional program make intentional application of classroom knowledge within the workplace and evaluate that experience in conjunction with instructor and cohort members.	1 hour of instruction per week for duration of project A maximum of 2 hours per week