

Course Types: Definitions and Requirements

Traditional face-to-face courses are taught in a physical classroom and on a designated time/day schedule and have an online classroom component via Wolf Den to use for grades, attendance, and additional resources such as the course syllabus, posted assignments and additional material determined by faculty.

Web-enhanced courses have reduced seat time, meaning that the course will not meet in a face-to-face equivalent of one hour a week for each credit hour or laboratory period or one half-hour for private applied music courses. To compensate for the reduced seat time, students study and respond to assignments posted on the Learning Management System (LMS) within Wolf Den. The reduced seat time is minimal, so students will do more coursework in a traditional face-to-face classroom with some work online, as designated in the course syllabus.

Blended courses have significantly reduced seat time, amounting to at least 50% and not more than 75% of the course time being virtual. As a result, students have considerable work online that may include *synchronous or **asynchronous activities. The in-class time could be minimal or fairly significant, but online instruction plays an important role in these courses. For example, a blended science class could have all lecture-related materials online with the science labs constituting the only physical face-to-face seat time.

*Synchronous: Web-based instruction in which communication is simultaneous. Examples include chat rooms, two-way interactive voice and/or video chat (SKYPE, Go-to meeting, Adobe Connect, Wimba, etc.).

**Asynchronous: Web-based instruction in which the communication does not take place at the same time, such as email, course messaging, discussion forums, archived videos, and other online classroom activities.

Online courses have all or almost all online instruction (25% or less time in a face-to-face environment). These courses can meet face-to-face during the semester, but are generally limited to only two meetings a semester, if any. Students must be self-motivated and competent in using technology in order to be successful in online courses.

Time/Session Minimum Equivalents for Traditional, Blended, and Online Courses:

Traditional Course Format Face-to-Face (F2F)	Hours per week	Total In-Class	Total Out-of-class	Total Time
15 week 1-cr class	2.33 hours	700 min or 11.6 hours	1400 min. or 23.3 hours	2100 minutes or 35 hours
Semester-long				
15 week 3-cr class	7 hours	2100 min or 35 hours	4200 min. or 70 hours	6300 minutes or 105 hours
Semester-long				
Blended Course Format	Face-to-Face (F2F)	Total In-Class	Total Out-of-class	Total Time
15 week 1-cr class	Minimum 25%	175 min. or 3 hours	1925 min. or 32 hours	2100 minutes or 35 hours
Semester-long-Blended				
15 week 1-cr class	Minimum 50%	350 min. or 5.83 hours	1750 min. or 29.2 hours	2100 minutes or 35 hours
Semester-long-Blended				
15 week 3-cr class	Minimum 25%	525 minutes or 8.75 hours	5775 minutes or 96.25 hours	6300 minutes or 105 hours
Semester-long-Blended				
15 week 3-cr class	Minimum 50%	1050 minutes or 17.5 hours	5250 minutes or 87.5 hours	6300 minutes or 105 hours
Semester-long-Blended				
Online Course Format		Time spent in a fully online class setting		Total Time
15 week 1-cr class online semester	2.33 hours		In online traditional semester, a "time-on-task" measure is 2100 minutes or 35 hours used.	

Traditional Course Format Face-to-Face (F2F)	Hours per week	Total In-Class	Total Out-of-class	Total Time
1.5 week 3-cr class online semester	7 hours		In online traditional semester, a "time-on-task" measure is used.	6300 minutes or 105 hours
Accelerated Course Format		Time spent in a fully online class setting		Total Time
7.5 week 3-cr class	14 hours		In online accelerated, a "time-on-task" measure is used.	6300 minutes or 105 hours
Online Format				
7.5 week 1-cr class	4.66 hours		In online accelerated, a "time-on-task" measure is used	2100 minutes or 35 hours
Online Format				