

New York State Department of Education Time on Task

Medaille Online(E & A) & Hybrid (X) Course Quality Assurance (QA) Time on Task
& On-Ground Courses

New York State Education Department (NYSED) Time on Task Guide for Online Courses

Course Credit	Total Time On-Task for Online/Hybrid Courses	Minimum Time On-Task Per Week (7 Weeks)	Minimum Time On-Task Per Week (15 Weeks)
1 Credit	45 Hours	6.4 Hours	3 Hours
2 Credits	90 Hours	12.9 Hours	6 Hours
3 Credits	135 Hours	19.3 Hours	9 Hours
4 Credits	180 Hours	25.7 Hours	12 Hours

New York State Education Department (NYSED) Time on Task Guide for Online Courses

Course Credit	Total Time On-Task for On-ground Class Time	Minimum Time On-Task Per Week (7 Weeks)	Minimum Time On-Task Per Week (15 Weeks)
1 Credit	15 In Class Hours 30 Outside of Class Hours	7.5 In Class Hours 4.3 Outside of Class Hours	1 In Class Hour 2 Outside of Class Hours
2 Credits	30 In Class Hours 60 Outside of Class Hours	4.3 In Class Hours 8.6 Outside of Class Hours	6 In Class Hours 4 Outside of Class Hours
3 Credits	45 In Class Hours 90 Outside of Class Hours	6.4 In Class Hours 12.9 Outside of Class Hours	3 In Class Hours 6.1 Outside of Class Hours
4 Credits	60 In Class Hours 120 Class of Outside Class Hours	8.6 In Class Hours 17.1 Outside of Class Hours	12.1 In Class Hours 8 Outside of Class Hours

* Resources:

- New York State Department of Education Determining [Time on Task](#)
- Wakeforest University, Center for Advancement of teaching [Course Workload Calculator](#)

*Credit hour verification, part of the quality assurance (QA) process, requires that faculty ensure that for a three credit hour course, course credit hours fall in the range of 135 and that the course rigor aligns with this benchmark, aiming for 45 hours of

academic engagement and 90 hours of preparation in each course. For a 4 credit course credit hours fall in the range of 180 hours aiming for 60 hours of academic engagement and 120 hours of preparation. ***In other words, dependent on the credit hours per course, preparation hours should be double the hours of academic engagement.***

Note 1:** Some assignments below should have hours calculated for ***academic engagement and ***for preparation***. For example, an exam requires about 4-5 hours of study (preparation) and taking the actual exam requires about 1-2 hours of academic engagement.

Note 2: The times below are estimated/ approximated. They may be adjusted based on intended level of Bloom’s taxonomy (remembering, understanding, applying, analyzing, evaluating or creating, mastery (introduced, reinforced, mastered), rigor, and scope of task. Instructor experience (McDaniel, 2011), instructor time times 3-4 (Carnegie Mellon University, 2013) and student experience surveys (Carnegie Mellon University,2013) should also be taken into consideration.

Assessment Examples and Time Estimates

Note: *the times below are estimated approximated. They may vary based on content, depth, knowledge and research needed for the assessment. Department faculty are the content experts and times may vary.*

Assignments	Estimated Hours Academic Engagement	Estimated Hours of Preparation
Analysis	1-2 HRS per page (writing, revising, proofreading)	4-5 HRS per page (planning, drafting, researching)
Annotated Bibliography	1-2 HRS per page (writing, revising, editing)	4-5 HRS per page (planning, drafting, researching)
Applying knowledge from readings or research to written assignments or discussions	1-2 HRS per page	3-5 HRS per page (planning, drafting, researching)
Case Study/ Case Analysis	1-2 HRS per page (depending on scope of task)	4-5 HRS per page (planning, drafting, researching)
Data or Statistical Analysis	1-2 HRS per page (depending on scope of task)	1-5 HRS (depending on scope of task)
Designing subject matter content-related plan, map, or task	2-3 HRS per page	1-3 HRS per page
Discussion Forum	.5-1 HR per initial post without research (required response posts add .75-.5 hour per post, depending on scope and length)	1-2 HRS per initial post forum without research (required response posts add .5-1 hour per post, depending on scope and length)
Evaluation	1-2 HRS per page (writing, revising, proofreading)	4-5 HRS per page (planning, drafting, researching)

Assignments	Estimated Hours Academic Engagement	Estimated Hours of Preparation
Exam	1-2 HR (depending on scope and time allowed)	4-5 HRS
Group Information Compilations	1-2 HRS	2 HRS
Interacting with Instructor and/ or Peers	.5-1 HR dependent on activity	N/A
Interactive assignment or Learning Quiz	.5-1 HR	1 HR
Lab (Science)	1-2 HRS	2-3 HRS (depending on scope of task)
Lab (Language)	1-2 HRS (depending on scope of task)	2-3 HRS (depending on scope of task)
Linking to 2-5 outside websites or 25 pages per hour	1 HR per source (depending on scope and length)	N/A
Listening to course-related audio, podcast, lecture	Dependent on audio length	N/A
Literature Review	1-2 HRS per page (writing, revising, proofreading)	4-5 HRS per page (planning, drafting, researching)
Portfolio	1-2 HRS per page (writing, revising, proofreading)	4-5 HRS per page (planning, researching, drafting)
Presentations (PowerPoint, video, podcast)	1-2 HRS per slide creation & 1-2 minute to read an instructor presentation slide (depending on scope of task)	5-10 HRS (planning, drafting, researching)
Live Presentation/Speech	N/A	1-2 HRS per minute of speech
Project	1-2 HRS per page (writing, revising, proofreading)	3-4 HRS per page w/out research (planning, drafting)
Quiz	.5-1 HR per quiz	2 HRS
Reading 25-30 pages--average level	N/A	1 HR
Reading 15-20 pages--difficult level	N/A	1 HR

Assignments	Estimated Hours Academic Engagement	Estimated Hours of Preparation
Reading course lectures	15-20 pages per hour	N/A
Reading instructor and/ or peer responses and feedback	.5-1HR per assignment	N/A
Real-world problem solving	1-2 HRS per problem (depending on scope)	3-5 HRS per page (depending on scope of task)
Reflective Assignment	1-2 HRS per page (writing, revising, proofreading)	2-3 HRS per page
Report	1-2 HRS per page (writing, revising, proofreading)	4-5 HRS per page (planning, researching, drafting)--3 HRS per page w/out research
Research	N/A	4-5 HRS per page (depending on scope of task)
Research Paper or Essay	1-2 HRS per page (writing/ revising/ proofreading)	4-5 HRS per page (planning, drafting, researching)
Research Point--smaller research activity that involves use of the Virtual Library	.5 HR-1 HR	1-2 HRS per page (planning, drafting, researching)
Research Project	1-2 HRS per page (writing/ revising/ proofreading)	4-5 HRS per page (planning, drafting, researching)
Role Playing Assignment	1-2 HRS per page (depending on scope of assignment)	3-4 HRS per page, depending on scope of assignment
Subject matter content-related simulations or games	1-5 HRS (depending on scope of task)	N/A
Test	1-2 HR	3-4 HRS
Viewing course-related video or films	Dependent on video length	Viewing course-related video or films
Writing Assignment	1-2 HRS per page (writing/ revising/ proofreading)	2-3 HRS per page w/out research (drafting, planning) 4--5 HRS per page (planning, researching, drafting)-
Writing Process, Descriptive, Compare/ Contrast, Illustration, Cause and Effect, Classification Writing	1-2 HRS per page (writing, revising, proofreading)	2-3 HRS per page w/out research (drafting, planning) 4--5 HRS per page (planning, researching, drafting)

Assignments	Estimated Hours Academic Engagement	Estimated Hours of Preparation
Written Comprehensive Course Assessment (i.e. Capstone)	1-3 HRS per page depending on scope	3-6 HRS per page, depending on scope and length

Suggested Online(E & A) & Hybrid(X) Course Assignments for Student Engagement

Examples of Varied Online & Hybrid Assignments:

1. Case study
2. Case analysis
3. Interviews
4. Real world problem solving
5. Annotated bibliography
6. Literature review
7. Project
8. Portfolio
9. Reflective analysis
10. Evaluation
11. Report
12. Presentations (PowerPoint, podcast, video)
13. Designing subject matter content-related plan, map, or task
14. Subject matter content-related game or simulation
15. Role-playing assignments
16. Data or statistical analysis
17. Procedural demonstration
18. Article critiques
19. Concept mapping
20. Journaling
21. Socratic dialogue
22. Virtual debate

Additional Resources:

Carnegie Mellon University, 2013. Solve a teaching problem: Assign a reasonable amount of work. Retrieved Jan. 2021, from <http://www.cmu.edu/teaching//solveproblem/strat-lackmotivation/lackmotivation-05.html#strat1>.

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Retrieved April 7, 2021, from https://www.hartnell.edu/sites/default/files/llark/online_classroom_newsletter.pdf

Peterson-Ahmad, M. & Keeley, R. (2021). *Five Ways to Engage Students in an Online Learning Environment*. Faculty Focus.

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Starenko, M. (2017). *RIT Online Course Design Time-on-Task*. Retrieved April 7, 2021, from

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Turner, T. (2005). Student workload in the online course: Balancing on a rule-of-thumb. *Educator's Voice*, 6(3).

University of Illinois Springfield (2021). *Online Instructional Activities Index: 49 online assignments*.

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