

Credit Hour Work Check Form

Faculty, please fill in the approximate number of hours an average student will spend doing activities in each of the categories, and insert the entire section below the horizontal line into the course syllabus. Please note, while we would like the information reported to be as accurate as possible, the times are meant to be estimates and you should not spend more than 30 minutes on this task.

The instructional time categories (generally the in-person or the online equivalents) are chiefly defined by the federal government and comprise three main elements of instructional time: student interaction with faculty (categories i-iii), student interaction with peers (category iv) and interaction with outside partners (category v). For courses which are not completely in-person, UM-Dearborn's credit hour policy further clarifies that there must be some time in categories i or ii and also time in categories iii, iv, or v.

The time listed in sections i-v should generally total a minimum total of 12.5 hours (15 weeks * 50 minutes) per credit hour for the semester. The "out-of-class" (i.e. time students spend without interaction) work hours should generally total 25 hours (15 weeks * 100 minutes) per credit hour for the semester.

- For internships / field placements / laboratory courses, time listed in sections i-v for the semester will generally be 37.5 hours per credit hour with zero or very little "out-of-class" work.

As you fill out the hours, please remember these hours are being viewed from the individual student perspective (i.e. while you could spend 5 hours grading assignments for your entire class, each student may only spend ½ hour reviewing the feedback you gave them, thus that would count for ½ hour). There will also be a wide variance of hours spent by each individual student, so we are asking to report hours an "average" student would spend on the activities in each category. As these are general estimates, each reported category can be rounded to the nearest half hour. There is not a need to spend time coming up with totals down to an exact minute.

If it is easier for you to think about time students spend in your course in a single week, the conversion table below will assist in translating weekly hours into semester hours

Weekly hours (full term)	0.5	1	1.5	2	2.5	3	3.5	4
Weekly hours (half term)	1	2	3	4	5	6	7	8
Semester hours	7.5	15	22.5	30	37.5	45	52.5	60

Helpful resources to calculate time students need for various activities:

- [Read-o-Meter](#)
 - [Wake Forest University - Workload Estimator 2.0](#)
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Course (ex: HIST-101-001): _____ Semester: _____

Instructor: _____

Estimates of total course time:

In accordance with [UM-Dearborn Credit Hour definition](#), your total instructional time for the semester in this ____ credit hour class is estimated to be spent in the following ways. Please keep in mind that every student will spend time in a unique way, so you may spend more or less time than the expected average listed here.

Instructional Time

Category	Examples of Activities	Total Expected Student Time
i. Direct instruction	<ul style="list-style-type: none">● In-person classroom / lab time● Reading or watching required non-textbook content <i>created by</i> your instructor, embedded librarian, or teaching assistant (e.g. audio, video, powerpoint, lecture notes, etc)	
ii. Grades and/or feedback	<ul style="list-style-type: none">● Reviewing assignment/quiz grades and/or instructor feedback● Reviewing peer feedback	
iii. Questions and answer time with your instructor(s) or teaching assistant(s)	<ul style="list-style-type: none">● Attending office hours● Communicating with your instructor(s) or teaching assistant(s) via email/canvas/phone	
iv. Discussion and/or group work	<ul style="list-style-type: none">● Reading and participating in online discussions● Participating in group work/projects outside of the classroom● Group peer reviews	
v. Project/practice-based and engaged learning	<ul style="list-style-type: none">● Project/practice based learning activities (e.g., visiting a site for learning, field trips, meeting with practitioners, etc.).● Internship / field-experience placement time	

Out of Class Time

Category	Examples of Activities	Total Expected Student Time
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Out of class work	<ul style="list-style-type: none">● Reading a textbook or other recommended materials● Working on homework● Taking online quizzes● Studying● Individual peer reviews● Working on research● Writing assignments	
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