

# Seat Time Equivalency Estimates

The following chart represents guidelines to calculate seat-time equivalencies for assignments and academic activities undertaken in a virtual classroom format. If you are rescheduling class time through the registrar by holding a face-to-face class on an alternate day, there is no need to use this.

Activity	Estimated Seat Time Equivalent
Live virtual lecture (webcast)	<ul style="list-style-type: none"> <li>• Time based on length of lecture (e.g., one hour of live virtual lecture equals one hour of contact time)</li> <li>• If lecture is also recorded, see “Recorded lecture” below</li> </ul> <p><i>[it is recommended that you record the live lecture (webcast), and post link in Blackboard for students who could not attend]</i></p>
Recorded lecture	<ul style="list-style-type: none"> <li>• Time based on length of lecture (e.g., one hour of recorded lecture equals one hour of contact time)</li> <li>• Time allocated for student to review lecture: Estimated by instructor based on complexity of material</li> </ul> <p><i>[e.g. if students need to review and take detailed notes on several slides, add an extra 3-5 minutes per slide]</i></p>
Video, audio, music, or other media	<ul style="list-style-type: none"> <li>• Time based on length of media</li> <li>• Repeated viewing/listening based on related assignments, to be estimated by instructor</li> </ul> <p><i>[e.g. if students need to listen to a piece of music or watch a video two or three times to answer a question or write a reflection, add time for repeated listening/viewing]</i></p>
Formal writing assignment ( <u>not already assigned in the syllabus</u> )	<ul style="list-style-type: none"> <li>• Approximately 30 minutes per page (more or less based on the complexity of the writing as estimated by faculty)</li> </ul>
Discussion board posts	<ul style="list-style-type: none"> <li>• Reading student discussion board posts: 1-3 minutes per post, depending on complexity</li> <li>• Composing Blackboard short answer posts: 5-15 minutes</li> <li>• Composing more complex posts: 15-45 minutes</li> <li>• Alternately, faculty may tell students how much time they should spend reading and responding.</li> </ul>
Reading material <u>not assigned as homework in the syllabus</u>	<p>Please use the suggestions below as rough guidelines—give your best estimates based on your experience with selected texts.</p> <ul style="list-style-type: none"> <li>• Reading assignment—complex, highly academic or technical prose, (e.g., advanced scientific</li> </ul>

	<p>textbook, difficult academic prose)  Est. 5-10 minutes per page</p> <ul style="list-style-type: none"> <li>• Reading assignment—less complex prose (e.g., narrative history, 1000-level textbook)  Est. 3-4 minutes per page</li> </ul>
Online group work	Time estimated by faculty based on complexity of assignment and extent of collaboration required in group task.
Quizzes/tests/surveys	Estimated by instructor based on content and anticipated length of exam or survey
Field Trip (linked to course content)	<ul style="list-style-type: none"> <li>• Time students spend engaging in activity on field trip.</li> </ul> <p><i>[e.g. if students are to spend one half hour at the exhibition space in the Hoon Keith Quiet Study Lounge (currently featuring juried student art), it would count for one half hour class time</i></p>
Meetings with individual students or small groups	Calculate contact time per student