

GUIDELINES FOR DIRECT INSTRUCTIONAL MINUTES

Per the Policy on Academic Credit in Wittenberg’s Faculty Manual (2022-2023, Rev FEB23, p. 116) and federal definitions, a “credit hour” requires one hour (or minimum of 50 minutes) of direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks in a semester (fall and spring). In other words, each credit hour requires 750 minutes of direct instruction. A listing of different types of direct instruction are illustrative of examples in the Policy of Academic Credit. The list provides examples but does not limit faculty members from developing others.

Courses offered during Wittenberg’s summer terms must also meet the requirement of 750 minutes of direct instruction for each credit whether the course is in-person, online, synchronous, or asynchronous. The table below shows the amount of time for direct instruction and the out-of-class time commitment for students needed for Wittenberg’s summer terms with varying credit courses (Table 1).

For example, a four-credit course offered during Summer Term 1, for six weeks, requires 50 hours total of direct instruction or 8.3 hours per week. Students would be expected to work “out-of-class” and additional 16.7 hours per week. That makes the total time commitment for the student for one four-credit course that lasts six weeks, 25 hours per week.

Table 1. Expectation of Work: Time Commitment					
	Number of Term Weeks	1. Hours of Expected Formal Instruction per Course*	2. Expected direct instruction hrs per week	3. Expected "Out of Class" Work Time for Students per week	4. Total Time Commitment: Hours per Week for Students
2-CREDIT COURSE					
Maymester	3	25	8.3	16.7	25.0
Summer Term I	6	25	4.2	8.3	12.5
Summer Term 2	5	25	5.0	10.0	15.0
Summer Term 3	12	25	2.1	4.2	6.3
Half-Semester – Fall/Spring	7.5	25	3.3	6.7	10.0
Semester Term - Fall/Spring	15	25	1.7	3.3	5.0
4-CREDIT COURSE					
Maymester	3	50	16.7	33.3	50.0
Summer Term I	6	50	8.3	16.7	25.0
Summer Term 2	5	50	10.0	20.0	30.0
Summer Term 3	12	50	4.2	8.3	12.5
Semester Term - Fall/Spring	15	50	3.3	6.7	10.0
5-CREDIT COURSE					
Maymester	3	62.5	20.8	41.7	62.5
Summer Term I	6	62.5	10.4	20.8	31.3
Summer Term 2	5	62.5	12.5	25.0	37.5
Summer Term 3	12	62.5	5.2	10.4	15.6
Semester Term - Fall/Spring	15	62.5	4.2	8.3	12.5
*750 minutes of formal instruction is required for each course credit regardless of term length					

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In the Wittenberg course syllabus template, there is a section called “Statement on the Expectation of Work.” In this section faculty members are expected to include a statement on how students will engage with you through direct instruction. See the *Policy on Academic Credit* in the Faculty Manual for examples of direct instruction. Additionally, faculty members should include a statement on the amount of time a student might engage in work out-side the class, or outside the direct instruction time or activities.

Below are a few examples for how a faculty member might address this part of the syllabus.

Example 1. for semester (15-week) 4-credit hour course:

Statement on the Expectation of Work

In addition to attending class in-person, students will engage in the following activities of direct instruction for an extra hour each week for the whole term. This direct instruction may take the form of in-class lecture or activities, instructional videos, recorded lectures, etc per instructor preference.

Time Commitment

For each credit hour of classroom or direct faculty instruction, students are expected to engage in two hours of out of class course-related work each week for approximately 15 weeks. For instance, a four-credit hour course requires eight hours per week of out of class work.

Example 2. for a 4-credit class during Maymester (3-weeks):

Statement on the Expectation of Work

In this Maymester course, students will be required to engage in an average of 17 hours of direct instruction per week. This direct instruction may take the form of in-class lecture or activities, instructional videos, recorded lectures, etc per instructor preference.

Time Commitment

For each hour of classroom or direct instruction, students are expected to engage in two hours of out-of-class course related work each week for the length of the term. As a 4-credit course, students can expect to engage in about 30 hours of out of class work per week. In total, students can expect to engage in 50 hours per week of direct instruction and out-of-class work for this Maymester course.

Example 3. For a 5-credit class during Summer Term 3:

Statement on the Expectation of Work

In this Summer course, students will be required to engage in an average of five hours of direct instruction per week. This direct instruction may take the form of in-class lecture or activities, instructional videos, recorded lectures, etc per instructor preference.

Time Commitment

For each hour of classroom or direct instruction, students are expected to engage in two hours of out-of-class course related work each week for the length of the term. As a 5-credit course, students can expect to engage in about 10 hours of out of class work per week. In total, students can expect to engage in 15 hours per week of direct instruction and out-of-class work for this summer term course.