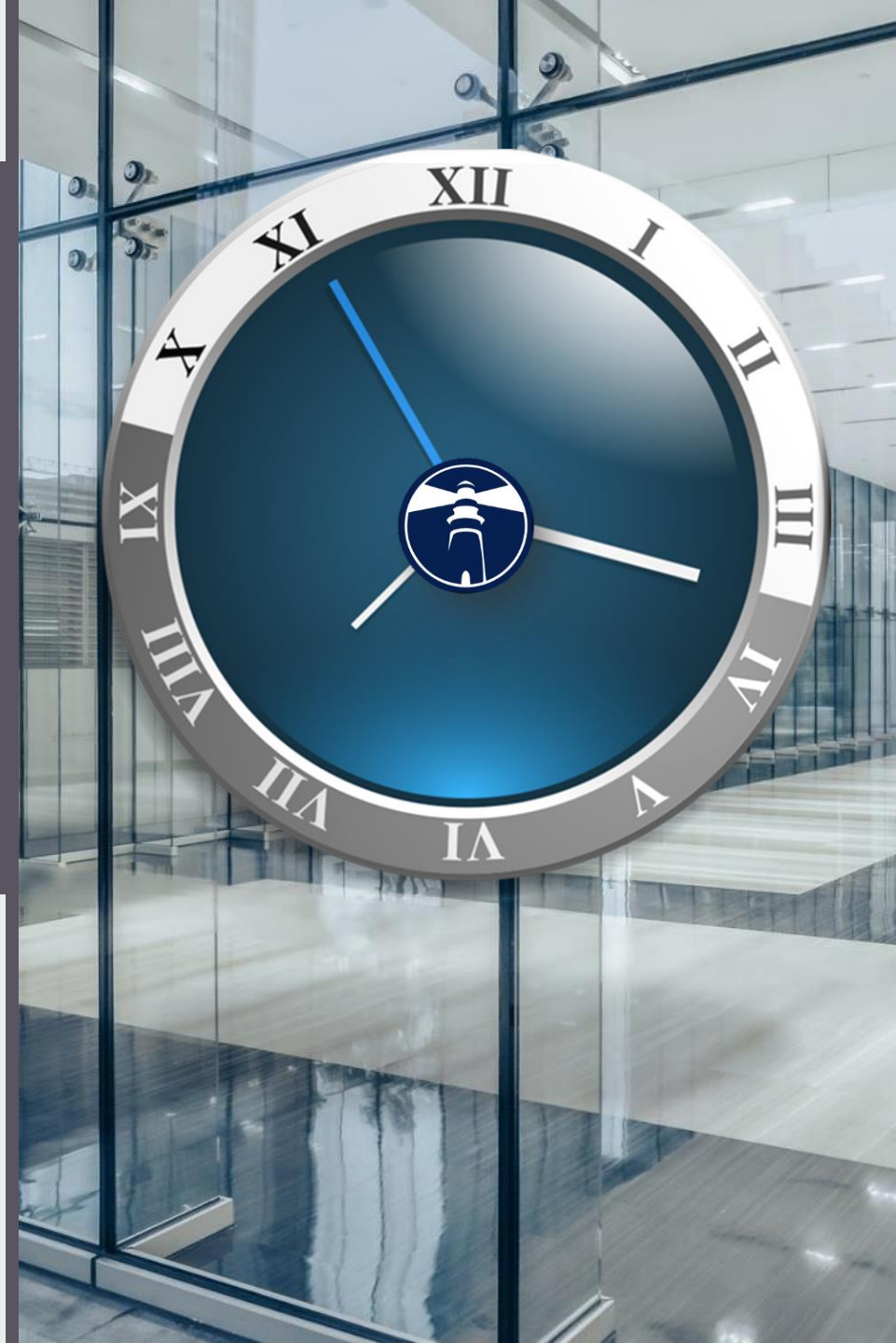


HOW TO COMPLETE THE TIME-TO-TASK WORKSHEET

Life Pacific University
Academics



Purpose of Time-to-Task

The purpose of the Time-to-Task (TTT) is to provide a quantitative estimate of the amount of work the average student should put into the course. This helps us to determine if the course is requiring too little or too much work and adjust accordingly; and to ensure that we are meeting the Department of Education's definition of a credit hour."



Before you fill out this worksheet...

Review: Course Outline

Review: Course Schedule

- Reading Assignments
- Viewing Assignments
- Written Assignments
- Discussions
- Exams/Quizzes
- Projects
- Asynchronous Meetings



Before you fill out this worksheet...

The required calculations below apply to the entire duration of your class.

- Reading – total # of pages
- Videos – total # of minutes
- Discussions – total # of prompts
- PPTs – total # of slides
- Projects – total # of projects
- Asynchronous Meetings – total # of minutes



Be sure to fill out the following information. The assessment date is the date when you completed this worksheet. Refer to the following example:

Course ID: BIBL 101	Course Name: Pentateuch	Course Outline Term: Fall 2024	Assessment Date: June 10, 2024
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					<i>Note : Only enter information in columns F & H (yellow highlighted). Do NOT change time per activity and formulas.</i>					
Academic Engagement					Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments

You should only fill in columns F & H.

TIME UNIT: basic measure of time used; do not change

TIME PER ACTIVITY: amount of time dedicated to a specific activity; do not change (one exemption: Group projects)

MEASURE: the method of measuring the activity; example: slides, minutes, pages, questions, etc.

**Note : Only enter information in columns F & H (yellow highlighted).
Do NOT change time per activity and formulas.**

Academic Engagement	Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
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AMOUNT IN COURSE: Enter the total # of measures (slides, minutes, pages, etc.)

TOTAL HOURS: This will be automatically calculated for you. Do not change.

COMMENTS: Additional information you'd like to add regarding an activity

Academic Engagement		Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
Instructional Time	12.5 hours/unit						
Seat Time (face to face)	Lectures, Faculty Led Activities, In Class Instructions, exams, quizzes, discussions	Hour	12.5	# credits		0	
Field Study	Include transportation to and from the event	Hour	1	# hours		0	
Technologically Mediated Presentation and Interaction	Course Orientation/Preparation	Minutes	10	# weeks		0.00	
	Asynchronous Online Discussion Forums (constructing initial response not requiring additional research, reading all posts, replying to 3-5 posts)	Hour	2	# prompts		0	
	Powerpoint Presentations	Minutes	4	# slides		0.00	
	Videos/DVDs/Webinars/CDs/Podcasts/Narrated PowerPoints	Minutes	2	# minutes		0.00	
	Synchronous Presentation/Interaction	Minutes	1	# minutes		0.00	
Total						0.00	

SEAT TIME (FACE TO FACE) – Does not apply to online courses

FIELD STUDY – May or may not apply to online courses

Academic Engagement		Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
Instructional Time	12.5 hours/unit						
Seat Time (face to face)	Lectures, Faculty Led Activities, In Class Instructions, exams, quizzes, discussions	Hour	12.5	# credits		0	
Field Study	Include transportation to and from the event	Hour	1	# hours		0	
Technologically Mediated Presentation and Interaction	Course Orientation/Preparation	Minutes	10	# weeks		0.00	
	Asynchronous Online Discussion Forums (constructing initial response not requiring additional research, reading all posts, replying to 3-5 posts)	Hour	2	# prompts		0	
	Powerpoint Presentations	Minutes	4	# slides		0.00	
	Videos/DVDs/Webinars/CDs/Podcasts/Narrated PowerPoints	Minutes	2	# minutes		0.00	
	Synchronous Presentation/Interaction	Minutes	1	# minutes		0.00	
Total						0.00	

TECHNOLOGICALLY MEDIATED PRESENTATION AND INTERACTION:

Course Orientation/Preparation – this is the number of weeks in the course. It assumes students need to orient themselves to each week’s structure and work.

Asynchronous Online Discussion Forums – total number of question prompts

Academic Engagement		Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
Instructional Time	12.5 hours/unit						
Seat Time (face to face)	Lectures, Faculty Led Activities, In Class Instructions, exams, quizzes, discussions	Hour	12.5	# credits		0	
Field Study	Include transportation to and from the event	Hour	1	# hours		0	
Technologically Mediated Presentation and Interaction	Course Orientation/Preparation	Minutes	10	# weeks		0.00	
	Asynchronous Online Discussion Forums (constructing initial response not requiring additional research, reading all posts, replying to 3-5 posts)	Hour	2	# prompts		0	
	Powerpoint Presentations	Minutes	4	# slides		0.00	
	Videos/DVDs/Webinars/CDs/Podcasts/Narrated PowerPoints	Minutes	2	# minutes		0.00	
	Synchronous Presentation/Interaction	Minutes	1	# minutes		0.00	
Total						0.00	

TECHNOLOGICALLY MEDIATED PRESENTATION AND INTERACTION:

PowerPoint Presentations – total number of slides

Videos/DVDs/Webinars... – total number of minutes

Synchronous Presentation/Interaction – when applicable, how long does each interaction take in minutes?

Note that the total is automatically calculated for you; do not change.

Academic Engagement		Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
Learning Activities			25 hours/unit				
Reading	Light/Popular Reading	Minutes	2	# pages		0.00	
	Typical Undergraduate Text	Minutes	3	# pages		0.00	
	Technical/Difficult	Minutes	5	# pages		0.00	

Reading: total # of pages students need to read in your class; includes journal articles and web content. The typical undergraduate text usually refers to the textbook.

Academic Engagement		Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
Learning Activities			25 hours/unit				
Exams & Quizzes	Prep Time for Quizzes (5-25 questions)	Hour	1	# quizzes		0	
	Quizzes	Hour	0.5	# quizzes		0	
	Prep Time for Exams (26+ mchoice questions or 5 essay, midterm/final)	Hour	3	# exams		0	
	Exams	Hour	1.5	# exams		0	

Exams and Quizzes: The amount or number of quizzes or exams

Academic Engagement		Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
Learning Activities			25 hours/unit				
Writing Assignments	Study Guides (mostly short answer, does not include reading time)	Minutes	4	# questions		0.00	
	Worksheets (mostly long answer; does not include reading time)	Minutes	10	# questions		0.00	
	Reflection Papers (student primarily interacts with an idea/concept expressing their opinion or applying to their life; no research beyond the text/lecture)	Hour	0.5	# pages		0	
	Summary Essays/Book Reports (student interacts with assigned text, summarizing ideas and concepts)	Hour	1.5	# pages		0	
	Research Papers/Projects (student is expected to conduct significant research and cite sources)	Hour	3	# pages		0	
	Other (Exegetical Projects)	Hour		# projects		0	

Determine how many questions are in the **STUDY GUIDE & WORKSHEETS**.

For **REFLECTIONS, SUMMARIES, & RESEARCH PAPERS**, the formula assumes APA/MLA format – double-spaced. If the papers are single-spaced papers, double the # of pages.

OTHER (EXEGETICAL PROJECTS) – “Other” means different types of projects. Exegetical projects only apply to Bible courses. For exegetical projects, enter an estimated time.

Academic Engagement		Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
Learning Activities			25 hours/unit				
Projects	Preparing presentations including creation of multimedia (not including research)	Minutes	12	# length of video		0.00	
	Group Projects	Hour		# projects		0	

PROJECTS

PREPARING PRESENTATIONS - the measure is the total length of the video itself, not the amount of time it takes to prepare it.

GROUP PROJECTS – When applicable, enter the # of hours it would take for your students to complete a group project. This is the only time you may input the # of hours in the “time per activity” column. Next, enter the # of group projects assigned to your class in the “amount in course” column.

Academic Engagement		Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
Learning Activities			25 hours/unit				
Response to Feedback	Student review of another student's assignment.	Hour	0.5	# assign		0	
	Reading Instructor's Feedback	Minutes	10	# assign		0.00	
	Faculty communication /meeting with student, formative / summative, written or oral; helpful feedback on a draft or final grading. Must be planned with a pedagogical purpose	Minutes	30	# meetings		0.00	

RESPONSE TO FEEDBACK

Student's review of another student's assignment – When applicable, enter the # of assignments where students review other students' assignments (not the estimated hours).

Reading Instructor's Feedback – Consider the number of assignments wherein students will need to review your feedback.

Faculty communication/meeting with students – When applicable, consider the number of meetings you will potentially have with students to discuss certain assignment or final grades.

Academic Engagement		Time Unit	Time per Activity	Measure	Amount in course	Total Hours	Comments
Learning Activities			25 hours/unit				
Total						0.00	
Grand Total						0.00	
Recommended Range of Hours for Online Undergraduate Students							
100-113 hours for accelerated courses							
100-125 hours for non-accelerated courses							

TOTAL – already calculated for you

Grand Total – already calculated for you

Recommended Range of Hours – Consider the number of hours recommended for accelerated courses (7-8 weeks) or non-accelerated courses. Make adjustments as needed.

THANK YOU

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