Emory College Online Contact Hour Standards

Emory College Online Credit Hours (based on Emory University Policy 10.5)

Format (Number of Weeks)	Credit Unit*	Synchronous Contact Time/Week** (minutes)	Asynchronous Contact Time/Week (minutes)	Total Contact Time/Week (minutes)	Outside Work/Week (minutes)	Total/Week (minutes)	Total Semester (minutes)
Fall/Spring Online							
15 week semester course	1 (synch only)	50 (.83 hours)	N/A	50 (.83 hours)	100 (1.67 hours)	150 (2.5 hours)	2250 (37.5 hours)
	2	75 (1.25 hours)	25 (.42 hours)	100 (1.67 hours)	200 (3.33 hours)	300 (5 hours)	4500 (75 hours)
	3 (or 4 w/WR)	75 (1.25 hours)	75 (1.25 hours)	150 (2.5 hours)	300 (5 hours)	450 (7.5 hours)	6750 (112.5 hours)
	4	100 (1.67 hours)	100 (1.67 hours)	200 (3.33 hours)	400 (6.67 hours)	600 (10 hours)	9000 (150 hours)
	5	125 (2.08 hours)	125 (2.08 hours)	250 (4.17 hours)	500 (8.33 hours)	750 (12.5 hours)	11,250 (187.5 hours)
Summer Online							
6 week summer course	1	60 (1 hour)	65 (1.08 hours)	125 (2.08 hours)	250 (4.17 hours)	375 (6.25 hours)	2,250 (37.5 hours)
	2	120 (2 hours)	130 (2.17 hours)	250 (4.17 hours)	500 (8.33 hours)	750 (12.5 hours)	4,500 (75 hours)
	3 (or 4 w/WR)	180 (3 hours)	195 (3.25 hours)	375 (6.25 hours)	750 (12.5 hours)	1125 (18.75 hours)	6750 (112.5 hours)
	4	240 (4 hours)	325 (5.4 hours)	500 (8.33 hours)	1000 (16.67 hours)	1500 (25 hours)	9000 (150 hours)
	5	300 (5 hours)	260 (4.33 hours)	625 (10.42 hours)	1000 (16.67 hours)	1500 (25 hours)	11,250 (187.5 hours)
Maymester Online							
3 week summer course	3 (or 4 w/WR)	360 (6 hours)	390 (6.5 hours)	750 (12.5 hours)	1500 (25 hours)	2250 (37.5 hours)	6750 (112.5 hours)
	4	480 (8 hours)	520 (8.67 hours)	1000 (16.67 hours)	2000 (33.33 hours)	3000 (50 hours)	9000 (150 hours)

*Emory University Policy 10.5: Credit Hours states that "Emory University defines contact as 50 minutes of engaged instruction per week over the course of a 15-week semester (50x15=750 minutes)." http://policies.emory.edu/10.5

**These synchronous contact times are the minimum weekly recommendation. Some courses will include more synchronous contact (and equivalently less asynchronous content) than the amounts listed here. The total contact time remains the same regardless of the synchronous/asynchronous allocation.

From Emory University Policy 10.5:

Activities considered as engaged instruction must be required of all students, structured, and must contribute significantly to student learning and course performance. Examples of activities that do not count toward engaged instruction include readings, homework and other preparation or activities (e.g., practicing calculations). Simply logging on to the computer constitutes neither active faculty instruction nor active student learning. Active participation in online discussion boards, chats, wikis, etc., can serve as engaged instruction.

What types of activities may be considered asynchronous content?

Asynchronous content includes all activities beyond the synchronous class meetings that may be considered engaged instruction. You may think of asynchronous content as anything that would have typically occurred in a face-to-face class.

On-Campus Activities	Online Asynchronous Version
Lecture	Students view and interact with lectures recorded by instructor; students view and interact with supplementary video, podcasts, or other resources
Small-group work	Small group meetings held outside of synchronous sessions via Zoom or on group discussion boards within Canvas; may include multimedia presentations, blogs, podcasts, etc. prepared by groups
Experiential learning activities	Online labs, virtual field trips or community activities, simulations, virtual interviews, etc.
Class discussion	Asynchronous discussion boards (within Canvas, VoiceThread, etc.) where students interact with the course content as directed by the instructor; the instructor facilitates student interactions
Student presentations	Student videos, VoiceThread presentations, contributions to ScholarBlogs, Podcasts, etc. presented to peers asynchronously; may be expected to field questions from other students and instructor
Quizzes, Exams	Asynchronous quizzes, exams, short responses, etc.; may be formative assessments embedded in other asynchronous material (lectures, for example) or may be more comprehensive assessments delivered outside of synchronous sessions

It is not always possible (or necessary) to distinguish between asynchronous content and outside work. However, outside work in an online class encompasses the same activities as in an on-campus course. Outside work may include:

- Reading books, articles, and other resources
- Reviewing class notes
- Solving homework problems
- Writing assignments
- Conducting research
- Completing projects
- Preparing presentations
- Meeting with instructor during office hours