

## PRAIRIE STATE COLLEGE RUBRIC FOR ASYNCHRONOUS CONTACT HOURS

The following rubric excludes student work traditionally done outside of class such as homework, studying, reading, and writing papers.

Interactions with Course Content	Time on Task Estimates	Examples
Startup Preparations.	10 minutes per preparation item.	Software Downloads, & Installations. Computer Preparations. Orientation to Course Management items.
Reading (descriptive and technical text)	3 minutes per page	Textbooks and reference materials, both online and traditional.
Reading (online screens w/no interactivity)	2 minutes per screen	PowerPoint Slide Shows. Syllabus. Announcements. Case Studies. Journals.
Reading (online screens with interactivity)	4 minutes per screen	Multimedia. Tutorial.
Video	5 minutes per video	Instructor Brief. YouTube. Demonstrations.
Lecture Capture	30 minutes per lecture	Staged or Classroom Capture.
Audio	5 minutes per audio presentation	Music, Medical, History, Speeches, Radio, Nature.
Pod Casts. Phone Apps.	5 minutes per Podcast	Mobile Learning
Simulations and Gaming.	15 minutes per simulation	Virtual Laboratories. Hands-on learning. Mock Criminal Trials. Virtual Field Trips.
Practice Problems (not homework)	20 minutes per problem	Math, Computer Science, Case Studies. Surveys
Outside Online Short Training Courses	50 minutes per outside course	Courses taken, usually from Government sources (e.g., FEMA Online Training courses) as one requirement in an online course.
Writing Assignments	1.5 hours per page (including prep)	
Discussion Forum	60 minutes per session	Discussion. Remote Conferencing. Chats. Group Collaboration. Wikis. Blogs. Social Learning. Online Office Hours.
Quizzes	20 minutes per quiz	
Exams	1-3 hours per exam	

Adopted from Columbia Southern University,

[http://www.csuniv.edu/facultyandstaff/curriculumcommittee/determiningcredithours\\_online\\_courses.pdf](http://www.csuniv.edu/facultyandstaff/curriculumcommittee/determiningcredithours_online_courses.pdf)