

Summer Session Online Course Guidelines

Adopted by Provost's Advisory Council
October 27, 2015

Estimated total time of student engagement equals column 1 + column 2.

Student Contact Hour Activities Activities Completed Inside the Online Classroom	Student Homework Activities Activities Completed Outside the Online Classroom
Reading/listening to online presentations and/or lecture materials	Conducting research for assignment or project
Reading course materials assigned as "in-class"	Writing papers or completing assignments
Participating in online discussion forums	Completing outside reading assignments
Completing online assignments, quizzes, or exams	
Reading/responding to peer/instructor feedback	

Estimated minimum total time of engagement for a 3-credit-hour course would be as follows:

3 cr. hr. Course Duration	Weekly Contact Hours	Weekly Homework Hours	Weekly Estimated Time of Student Engagement
14 week	2.5	5	7.5
7 week	5	10	15
6 week	5.83	11.67	17.5
5 week	7	14	21
4 week	8.75	17.5	26.25

Factors to consider in setting enrollment caps for online courses:

Type of course	Goal for including in Summer Session
Teaching experience of instructor	Online teaching experience of instructor
Individual pedagogical approaches	Culture of program sponsoring the course
Butler promise of "high touch"	Consistency with University policies