

GENERAL TASK	ACTIVITY	UNIT	MINUTES	NOTES
Readings	Read textbook page basic	1 page	2-4 minutes	and larger margins. Headers intent is light understanding/general overview and may be familiar with content. Little note taking and no memorization. Estimate about 150 words/minute - Reading time is adjusted according to complexity of material.
	Read textbook page complex	1 page	5-10 minutes	font/spacing, and small margins. Readers intent is in-depth understanding/learning and is not familiar with content. Heavy note taking and memorization of items such as terms, processes, and components. Estimate about 80 words/minute - Reading time may be adjusted according to complexity of material.
	Read article	1 page at 500 words	5-10 minutes	Reading time may be adjusted according to complexity of material.
Lesson Presentations/Lectures	View PPT presentation no audio	per slide	1-3 minutes	Average per PPT slide - time varies according to how much material is on each slide, notes associated per slide, and complexity of content.
	View PPT presentation with audio	per slide	Minutes as recorded	Total recording time should be used
	Videos and animations	As timed	Minutes as recorded	Total recording time should be used
	Interactive lecture basic	per page	2-4 minutes	Average per page - time varies according to how much content is on each page, simplicity of content, and types of student interactivities. Student interactivities may be one question or simple diagram. No audio included
	Interactive lecture complex	per page	5-7 minutes	Average per page - time varies according to how much content is on each page, complexity of content, length of audio, and types of student interactivities (multiple questions/topics per slide, research required, etc.)
Activities	Discussion, online, no additional content	Per question	75 minutes	student responses. Based on complexity of discussion and time to read threads
	Discussion, online, support post with resource	Per question	90 minutes	75 - 105 minutes for one initial response to the question, two posts to other student responses, support documentation. Based on complexity of discussion, complexity of supporting documentation, and time to read threads
	Journal entry	Per entry	30-45 minutes	Freewriting with no research, polishing requirement
	Writing Assignment - little to no research	Per page	60 minutes	Single topic writing assignments, summaries, free writing assignments-- includes drafting, writing, proofing and finalizing.
	Writing Assignment - with research	Per page	90 minutes	Long essays, case studies, papers that require analysis or research, multiple topics. Tie calculation includes research, drafting, writing, proofing, and finalizing (built into per page calculation).
	Writing - Outline	For 3-5 page paper	45 minutes	Three-level topic outline
	Writing - Complex Research Paper	Per page	90 minutes	Papers that require complex research. Time calculation includes research time, drafting, editing, proofing, and finalizing (built into per page calculation).
	Create PPT Presentation - Text only	Per slide	15-30 minutes	Time calculation includes data collecting, draft presentation, and finalization. Based on key points and presentation notes.
	Create PPT Presentation - Text and graphics	Per slide	30-45 minutes	inserted, and finalization. Based on key points, image content, and presentation notes.
	Presenting a presentation	As timed	As assigned	EX: Prepare a 15 minute presentation.
Practice Activity: Short answer questions, feedback	Per question	5-10 minutes	Based on complexity and detail needed for each question.	
Practice Activity: Basic case study, short answer questions, feedback	Per question	3 minutes + 5-10 minutes	Based on reading case study and then answering questions	
Quizzes/Exams	Multiple Choice	Per question	2 minutes	
	Fill in the Blank	Per question	1 minute	
	True/False	Per question	1 minute	

LESSON	ACTIVITY	ACTIVITY DESCRIPTION	TOT IN MINS.	NOTES
Chapter 1: Interview and History Taking Strategies				
	Learning Objectives			
	eBook Chapters	Chapter 1: 18 pp.	126	Time calculation based on page average
	Slides	Chapter 1: 19 slides, moderate text on each, no images	38	Time calculation based on page average, did not include introduction slide
	Discussion	Chapter 1: Online, no additional content, moderate difficulty	75	Original post and respond to 2 other posts
	Project Assignment	Chapter 1 - Writing assignment: with research, 1- to 2-page paper APA format, support with journal articles	90	Time calculation based on page average, writing assignment little to no research, single topic
	Interactive Lecture	Chapter 1: 46 pages - not timed, moderate text on slide for require reading, simple student interactivities	138	Lecture is a Captivate presentation w/ no audio, moderate text, and simple to moderate interactivities. Did not include title slide or bio slide
	Quiz	2 short answer, 12 MC, 6 TF	40	20 questions, one question per short answer for low range TOT
	Weblinks			From the Instructor Resource

Weekly Class Work Minutes and Hours: Number of class work minutes and hours per week of course																
	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6	Lesson 7	Lesson 8	Lesson 9	Lesson 10	Lesson 11	Lesson 12	Lesson 13	Lesson 14	Lesson 15	Lesson 16
Task Minutes (brought over from TOT for course tab)	507	419	471	586	668.25	536.25	709.5	983.75	723	805	655.5	634.25	770	651.75	871.25	966.75
Total Weekly Class Hours	8.45	6.98	7.85	9.77	11.14	8.94	11.83	16.40	12.05	13.42	10.93	10.57	12.83	10.86	14.52	16.11