

## Understanding Online Course Seat Time

As an instructor of an online course, it will be important for you to fully understand how to fulfill the seat time requirements associated with your course.

At UC Irvine Extension, we expect instructors to fulfill 10 hours of seat time per one (1) course unit. This requirement may slightly vary from program to program, so it is important that you discuss this with your planner unit prior to the development and delivery of your online course.

Once you know your total seat time hours required, you are ready to identify individual activities to associate with that seat time. They may include the following:

- Synchronous lectures
- Synchronous discussions
- Synchronous group activities
- Original “text lecture”
- Required recorded lectures to be viewed asynchronously
- Asynchronous discussions or small group activity
- Interactive web-based lab simulations
- Timed and/or proctored online assessments

Below you will find general formulas for determining the hours associated for each of these activities:

Activity	Seat Time Formula
Synchronous lectures	1 hour seat time = 1 hour activity
Synchronous discussions	1 hour seat time = 1 hour activity
Synchronous group activities	1 hour seat time = 1 hour activity
Original “text lecture” (not textbook)	1 hour seat time = 1 hour reading
Required recorded lectures to be viewed asynchronously	1 hour seat time = 1 hour activity
Asynchronous discussions or small group activity	1 hour seat time = the reading of 5 other student posts + 1 completion of 1 post in response to the prompt + the response to 1 other student’s post
Interactive web-based lab simulations	1 hour seat time = the amount of time it will take an average student (a student falling in the middle 40-80% of performance) to complete
Proctored online assessments	1 hour seat time = 1 hour activity

If you have any questions or concerns regarding seat time requirements, please do not hesitate to contact your planning unit or Amanda Cushman at [cushman@uci.edu](mailto:cushman@uci.edu).