

STUDENT LEARNING TIME

PREPARING TEACHING PLAN
FOR ODL



OPEN DISTANCE LEARNING (ODL)



- **60% of courses** offered in the programme conducted via ODL.
- For a course to be considered as an ODL course, **80% of the Student Learning Time (SLT) need to be delivered via open and distance mode.**
- **SLT supported through:**
 - **Synchronous & Asynchronous Activities**
 - **Self Instructional Learning Materials (SIM)**
 - **Learning Support Services**
- **f2f Sessions can be conducted through various modalities – virtual or physical**

Student Learning Time (SLT)

- Effective learning time or student effort in learning or the learning volume (a quantitative measurement of all learning activities), in order to achieve the specified learning outcomes;
- Inclusive of all learning time components (learning activities), i.e. formal and non-formal.
- Total time required by student to learn a particular component of curriculum; i.e. Official Contact Time + Guided Learning Time + Self Study Time (Independent learning) + Assessment Time.
- Synonymous to student's academic load, e.g. credit hours; subjects; modules; etc.

SLT AS AN EFFECTIVE TIME MANAGEMENT TOOL

- Management instrument for both the guided and independent learning
- Component of time management – SLT promotes ethics and discipline in student’s effort towards learning,
- Enhancing the skills of “life-long-learning”
- An indicator of effort in learning and study smart
- Educate on how the “learning by doing” in respect to effort in learning - student-centred output-oriented approach,
- Effective control of prescribed study duration.

ODL Student Learning Time (SLT)

**Face to Face / Guided Learning Time
(virtual or physical - Synchronous)**

+

Student Self Learning Time (Asynchronous/Informal)

+

Total Assessment Time

CALCULATING SLT FOR 2CH Subjects

- **2 CH x 14wks = SLT 28 hours**
Guided Learning F2F= 4-6 hours
Guided Learning NF2F= 22 - 24 hours
- for 2 ch subjects, Guided learning F2F + NF2F = 28 hours
- ✓ **Total ILT (Instructor-Led Teaching) for 3ch = 28**
- **Independent Learning (SIMS, readings etc.) = 12 hours**
- **Assessment = 40 hours** (*can change depending on your assignments*)
- ✓ **Total Independent Learning + Assessment = 52**

TOTAL SLT FOR SUBJECT = 80

CALCULATING SLT FOR 3CH Subjects

- **3 CH x 14wks = SLT 42 hours**
 - Guided Learning F2F=8 hours
 - Guided Learning NF2F=34 hours
- for 3 ch subjects, Guided learning F2F + NF2F = 42 hours
- ✓ **Total ILT (Instructor-Led Teaching) for 3ch = 42**
- **Independent Learning (SIMS, readings etc.) = 38 hours.**
- **Assessment = 40 hours** (*can change depending on your assignments*)
- ✓ **Total Independent Learning + Assessment = 78**

TOTAL SLT FOR SUBJECT = 120

CALCULATING SLT FOR 4CH Subjects

- **4 CH x 16 wks = SLT 64 hours**
Guided Learning F2F= 10 hours
Guided Learning NF2F= 54 hours
- for 3 ch subjects, Guided learning F2F + NF2F = 64 hours
- ✓ **Total ILT (Instructor-Led Teaching) for 3ch = 64**
- **Independent Learning (SIMS, readings etc.) = 56 hours**
- **Assessment = 40 hours** (*can change depending on your assignments*)
- ✓ **Total Independent Learning + Assessment = 96**

TOTAL SLT FOR SUBJECT = 160

STUDENT LEARNING TIME GUIDELINE

ACTIVITY	TIME ALLOCATED	STUDENT PREP TIME	NOTES
Live interaction with students (using Zoom, Google Meet, etc) for lecturer/tutorial/discussion/demonstration, etc.	F2F 1 hour	Multiple by 1 - 2	May take 3 preparation time hours for complex topics.
Collaborative learning activity (group work and discussion among groups based on topic given by instructor/PBL/etc.)	Non F2F 1 hour	Multiple by 1 - 2	180 words per minute (the assumption is made that students read all of their peers' postings for the duration of the lesson).

STUDENT LEARNING TIME GUIDELINE

ACTIVITY	TIME ALLOCATED	STUDENT PREP TIME	NOTES
Viewing uploaded 'on screen' material (e.g., PowerPoint slides)	[NonF2F] Each screen 5 mins on average [18 slides =1.5 hours]	Multiple by 1 – 2 x viewing hours	Average time on each slide can be determined by the instructor based on the slide content and number of words
Media-based activity (pre-recorded videos, audio, simulation, animation, etc.)	[NonF2F] Multiple by 2 mins for each min of media [10-mins video x 2 = 20 mins of student viewing time]	Multiple by 1 – 2 x viewing hours	Student preparation needed for the topic before consumption of online material

STUDENT LEARNING TIME GUIDELINE

ACTIVITY	TIME ALLOCATED	STUDENT PREP TIME	NOTES
Text Content (student reading a 5-page article)	[NonF2F] Multiple by 3 mins per page (500 words) [3 mins x 5 = 15 mins]		Average time on each page can be determined by the instructor
Instructional activities: assignment (group discussion, forum, online collaborative interaction, etc.)	[NonF2F] 1 hour	Multiple by 1 - 2	
Presentation session	[NonF2F] 0.5 hour	Multiple by 3-4 hours	
Online quiz/test	[NonF2F] 1 hour	Multiple by 3-4 hours.	

STUDENT LEARNING TIME GUIDELINE

ACTIVITY	TIME ALLOCATED	STUDENT PREP TIME	NOTES
Written assignment (2000 words) [uploaded on LMS/ e-mailed/etc.]		10 – 12 hours	120 minutes granted for preparation time 20 words written per minute 30 minutes granted for each page of writing
Case summaries		3 hours per case	
Creative writing [e.g. 100-150-page novel or 50-70 pages of script]		8-11 hours per day over a period of 1 semester	Recommended SLT per week: 40 – 55 hours (Conducting research for a formal writing assignment - 120 minutes granted per page of writing)
Reflective portfolio entry		1-2 hours	

Summary ODL Student Learning Time

- SLT includes all formal and non-formal teaching & learning (T&L) activities, inclusive of face-to-face T&L (lecture, tutorial, practical, etc.), self-preparation time (preparation for assessment, revision, assignment, project, etc.) and formal assessment (continuous assessment and semester end examination).
- 40 notional hours = 1 credit
- Face-to-face Both learner and instructor are physically or **virtually present**. Instructions may be carried out through mediating technology (**synchronous**).
- Non Face-to-Face Learning takes place without the presence of the instructor. Interactions occur not directly (**non- synchronous**).

