Graziadio School of Business and Management
Standards for Directed Instruction

<u>Directed Instruction is</u>: **academic instruction that engages the learning community in activities to achieve specified learning outcomes. In the Graziadio School, the instructor's curricular design and direction is essential to the student learning experience and meeting the established student learning outcomes. Directed instruction can occur through Face-to-Face Instruction, Synchronous Instruction and Asynchronous Instruction.**

In compliance with the University's Credit Hour Policy http://www.pepperdine.edu/about/administration/provost/content/policies/credit_hour_policy_9_2012.pdf

The following definitional metrics apply:

- **1 unit equals 15 hours of directed instruction.**
- **2 units equals 30 hours of directed instruction.**
- **4 units equals 60 hours of directed instruction.**

Directed Instruction elements and teaching techniques that can be considered in the calculation of credit hours:

FACE-TO-FACE INSTRUCTION

- o This encompasses all instruction that is held face-to-face, on-campus in a classroom environment
- o Personalized instruction/meetings and feedback such as on a thesis, project or class-work. This could include the executive instruction provided by faculty or faculty advisors in executive programs. This instruction must be connected to specific learning objectives and provided to the entire class but is personalized instruction because it is one-on-one or in small groups (such as team meetings).

SYNCRONOUS INSTRUCTION

The time spent in live or real-time digital instruction may include:

- o Synchronous or instructor-led online time (for example, using adobe connect, Skype, Google etc)
- o Real-time Personalized instruction/meetings and feedback such as on a thesis, project or class-work. This could include the executive instruction provided by

faculty or faculty advisors in executive programs for executive development. This instruction must be connected with specific learning objectives and provided to the entire class but is personalized instruction because it is one-on-one or in small groups (such as team meetings). Channels might include skype, adobeconnect, phone calls, etc).

ASYNCRONOUS INSTRUCTION

- Any classwork, facilitated by a faculty member that engages the entire class (ex. media assets, class polls, examination and use of data or images, simulations, instructional games, lectures, etc.)
- Asynchronous class activities (instructor facilitated) such as:
  - postings to group discussions, wiki's, google docs, other collaborative tools
  - online group/team project work
  - use of social media sites for group discussion/participation (Yammer)
  - practice exercises or worksheets, compare solutions to those of group members
  - knowledge checks, formative assessment items, comparing solutions to those of group members and/or class
  - analysis in teams or groups
- Asynchronous personalized Instruction – The instructor meets or communicates asynchronously with the class one-on-one as part of their instructional design. These personalized instructional elements should engage (or is offered to or required for) the entire class as part of instructional design to achieve specified learning outcomes, although engagement is personalized and individual (example online one-on-one discussions or email). This could include the executive instruction provided by faculty or faculty advisors in executive programs for executive development.
- Exams - Exams are given in a number of formats asynchronously both traditional, oral and through other formats.

Example Table for Credit Hour Calculation

Please note, that at the Graziadio School of Business, Directed Instruction is driven by Instructional Design principles aligned with the School and University Mission.   In this regard, they are formative (not summative) and therefore are developed as a range given the personalized nature of the education offered. Below is an Example Table that could be included in all Syllabi:

Example 1

4 Units = 60 Hours of Directed Instruction

Directed Instruction Activity	Hours
In-Class Instruction	36
Synchronous Instruction	2
Asynchronous Instruction	22
TOTAL	60

Example 2

5 units = 75 Hours of Directed Instruction

Directed Instruction Activity	Hours
In-Class Instruction	50
Asynchronous Instruction	28
TOTAL	78