



## GRADUATE TAX PROGRAM COURSE REQUIREMENTS AND GUIDE

### INSTRUCTIONAL MINUTES & WORK REQUIREMENTS FOR A 14-WEEK SEMESTER

- 2-credit course: Total 1400 minutes = 100 minutes per week instructional time
- 3-credit course: Total 2100 minutes = 150 minutes per week instructional time
- 4-credit course: Total 2800 minutes = 200 minutes per week instructional time
- **In addition**, students should be doing double that number of minutes for preparation work per week.
- This includes reading, quiz assignments, other assignments, one-on-one meetings, etc.
- You must hold office hours once per week. These **do not count** towards instructional minutes.

### VIDEO LECTURES

If you are relying on video lectures for all of your instructional time, your lectures must be this length:

- 2-credit course: 70 minutes video lecture per week
- 3-credit course: 100 minutes video lecture per week
- 4-credit course: 150 minutes video lecture per week
- **Videos must be posted no later than the Friday before the week they are assigned for.**
- Instructional time is counted at approximately 1.5 times the length of the video to account for the way students watch videos and absorb the information. These minute requirements account for that.

### OFFICE HOURS

- **We will work with you to assign you a weekly day and time to hold office hours.**
- You can hold these remotely or in-person for students able to do in-person meetings.
- If you use this time for group office hours that are intended to be for any students, you should stream and record them, but students cannot be required to attend. (You can edit out or stop recording parts where you are talking with someone one-on-one.)
- Alternatively, you can use this time to meet individually with students on either a drop-in basis or through advance sign-up. You do not need to record these.
- For students who cannot be available during the assigned time, please arrange other times to meet with them over zoom (or, if both of you can be in person and you prefer that, in person).

### **REPLACING VIDEO LECTURES WITH OTHER INSTRUCTIONAL TIME**

- **You must have interaction with your students.** You can choose to do these interactive activities as part of the preparation work or to replace some of your video time.
- You can choose to apply some of your instructional minutes **for synchronous group sessions** online, or in-person at the law school, provided they are **streamed and recorded, and synchronous attendance is not required.** These are distinct from your office hours.

### **QUIZZES AND ASSIGNMENTS**

- You can replace some of the video time with other required assignments. Guidance for estimating instructional minutes is available on the faculty resources webpage.
- You must have **at least three assignments** during the semester designed to ensure that students have absorbed the information up to that point.
- These should be staggered at regular intervals during the term to ensure students are staying on track:
  - On or around Week 3 or 4
  - On or around Week 6 or 7
  - On or around Week 10 or 11
- These can consist of any type of assignment, including quizzes, discussion boards, written assignments, one-on-one meetings that assess knowledge, etc.

### **RESPONSIVENESS AND EMAIL**

- Use your DU email address as much as possible to preserve confidentiality of student records and ensure messages are not routed to spam by your work email server. Please note that even a student's enrollment in a class is FERPA-protected information.
- Ensure you either have Canvas messaging forwarded to you or regularly check Canvas email.

### **RESOURCES AND GUIDES**

- Guides are all available on the Faculty Resources Webpage:  
<https://www.law.du.edu/resources/faculty-members>
- Andy Dvoracek, the law school's Instructional Designer, is available to help:  
[Andrew.Dvoracek@du.edu](mailto:Andrew.Dvoracek@du.edu).
- [Ryan.Dessler@du.edu](mailto:Ryan.Dessler@du.edu)
- [Annecoos.Wiersema@du.edu](mailto:Annecoos.Wiersema@du.edu)