



Division of Academic Affairs Guide to Instruction

Overview: Online classes will be asynchronous (*not simultaneous or concurrent in time*), with possible synchronous (*happening, existing, or arising at precisely the same time*) elements. Therefore, students will be able to learn at your own pace. Instruction for the Fall 2020 semester will be offered to all EWC students using the 3 following instructional approaches:

- 1) A hybrid approach to course delivery combines face-to-face classroom instruction with online activities/or instruction.
- 2) A hyflex approach to course delivery where students choose whether they want to take classes online, head to the classroom, or do both, giving them the freedom to study when and where they want based on their own needs, desires, and preferences.
- 3) A fully virtual (online) approach to course delivery with electronic study content designed for self-paced (asynchronous) or live web-conferencing (synchronous) online teaching and tutoring

Classes offered in the fall 2020 academic term gives students a choice to attend a singular section of a course either face-to-face or completely online, simultaneously. The rationale is two-fold:

- 1) Limited capacity for face-to-face student in class attendance will require that students alternate between physically attending as well as teleconferencing into class sessions. This allows for students who want the face-to-face experience of communicating and directly accessing faculty members to occur.
- 2) For those students who elect to take their courses exclusively online during the fall 2020 semester, they will be allowed to take courses along with in-class students in a synchronous fashion, but while teleconferencing into the session. Students can participate along with students in real time, asking questions of the faculty member, and engage in the academic enterprise of the institution, or they can take their course fully online.

Each course will maintain its standard enrollment threshold, ensuring that the standard workload for faculty remains the same. Due to physical distancing, students will be registered using a registration system to assign the day of the week that students are approved to physically report to the classroom. The alternative day will be spent logging into the class via Zoom. The class will be offered in a synchronous method. All students will be required to check-in to report attendance in the Moodle course room via the Discussion Board, Zoom chat, or as directed by the faculty member.

All assignments, exams, test, quizzes, discussion questions, and other related course work will be posted in Moodle and graded with feedback via Moodle. Also, resources for the course will be posted in the Moodle course room. All students will meet the same deadlines and due dates for the course whether they are attending virtually or on site. Office hours for the instructor will be handled virtually by appointment during the posted hours (six hours each week). The professor will respond to all questions left in the “Ask My Professor” link in the Discussion Board area of the course room within 24 hours during the week and 72 hours on the weekend.

Onsite classes will be limited to classroom capacity limits. As a result, students may be required to alternate attendance during the week. Thus, a class may look like the following:

Course Scenario: Professor X is teaching section 1 of Philosophy 222 with 25 students that meets Monday and Wednesday at 10:00am in Hatcher-Stewart, room 101 (HS 101). HS 101 only has a limited capacity of 12 seats at six feet apart.

Of the students who registered for PHIL 222.01

- 20 students have opted to take the section face-to-face (hybrid)
- 5 students have opted to take the section online

Therefore, on Monday

Out of the 20 face-to-face students

- The first 10 students, A-M, will attend the class in HS 101
- The second 10 students, N-Z will attend the class virtually from their room/home via teleconferencing.

The other five online students will attend the class virtually from their home (hyflex)

- All are in class at 10:00 am to hear and see the faculty live (students online must be visible at all times and cannot turn off their camera)
- The class will be recorded

On Wednesday,

Out of the 20 face-to-face students

- The second 10 students, N-Z, will attend the class in HS 101
- The first 10 students, A-M will attend the class virtually from their room/home

The other five online students will attend the class virtually from their home

- All are in class at 10:00 am to hear and see the faculty live (students online must be visible at all times and cannot turn off their camera)
- The class will be recorded

The instruction is continual and is still synchronous in nature, though some of the students are virtually attending through a traditional teleconferencing modality (Zoom). As a result, all students have access to faculty members, instruction, and class engagement that mirrors a face-to-face instructional platform, though adapted. Likewise, some students may choose to take the course fully online and assess Through this mode, faculty will not be required to teach the same class content twice; rather, they will continue with instruction on a consecutive content basis. Attendance will be recorded as such.

Additionally, there are some classes that will be offered online exclusively contingent upon faculty risk factors, classroom capacity and space allocation, and other mitigating factors (upperclassman level courses, multiple sections of the same course offering face-to-face and online sections).

Faculty will ensure the facilitation of class instruction at the appointed dates and times.