

Hybrid Course Guidelines

These are initial guidelines that will evolve with the input of each instructor who teaches a hybrid course. Thank you for your help in continuously improving them and in being willing to participate in this innovative and degree completion option.

Consistent Format:

The format will be consistent for each class: 9-1 on Saturdays with in-person meeting times on the odd numbered class days and the online meeting times on the even numbered class days.

Online assignments should be posted by 9AM the date of the class and are due by 9AM the next week.

Guidelines:

Online assignments should not replace any of the usual homework for the class. Instead, they should represent about four hours of work that replaces four hours of class time. They can include watching videos, online discussions, reading and responding to articles, other activities.

Every online assignment should have a specific point value (consequences for a student's grade if they don't do them). Typically, out of 100 points for the course, the online assignments will be worth ten points per week. In other words, if you want it done, assign points to it!

Be specific: On the syllabus and again on Moodle, explain the minimum amount of work required for those points. If it is a discussion, list the specific word count required for individual posts. If you want students to respond to each other's posts, list the specific word count required for responses.

Designing the Moodle Course:

- 1) Start by laying out all of the assignments, week by week, that you usually do in each of the seven weeks of class. Are there activities that you usually do in class that do NOT lend themselves to an online forum? Guest speakers, games, some group work, etc. can be rich learning experiences that don't work in an online forum, yet you don't want to give them up. Look over your course plan and reorganize as appropriate so that you have the activities that you want corresponding to the medium of the class (online or in person).
- 2) Reorganize your syllabus accordingly.
- 3) Begin with a Welcome page that has general course information on it, especially the dates of class meetings and which ones are meeting in person, which ones online.
- 4) Have each week listed on Moodle, whether you are meeting in person or online. The in-person weeks can include your agenda and anything special or noteworthy from the class (wisdom captured on the white board, photos from class work, commentary about special discussions). The on-line weeks should include each assignment and again post the point value (five points out of 100 for the class) and due dates (repeating what is on the syllabus).
- 5) On Moodle, print the description of each assignment and its due date, even if that information is already in the syllabus. The nature of hybrid courses is that students may log in from locations when their syllabus isn't readily accessible (i.e. their phones).

6) "Hide" future week's assignments until you reach that week, then make them available for the class to see.

Technical Use of Moodle:

1) Sign on to Moodle and find the "quick link" downloads for instructions on commonly asked questions. This should be enough to get you started.

2) Ask questions! If you need technical support, let us know. We have a lot of expertise within our program and your peers are glad to help... or find someone with more knowledge who can.

Note:

Access NDNU's Electronic Learning Policy for Technology Mediated Courses and Programs for more information.

IMPORTANT

Remember that all syllabi (and especially hybrid syllabi) need to specifically address the way in which the course assignments meet the credit hour requirement. See sample syllabus earlier in this manual for a sample of how that is done and be sure to adjust your hybrid syllabus accordingly.

For example:

WORKLOAD:

In addition to class attendance, every intensive class at NDNU includes assignments estimated to take approximately four or more hours per week per unit outside of class. The distribution of average weekly hours of instruction/study for this class will follow that norm, equaling a total of 16 to 18 hours per week.

Distribution of Average Weekly Hours of Instruction/Study = Total of 18 per week

Class Contact Hours or Forum Participation:	4
Text Readings and Note Taking	4
Research and Writing Assignments	6
Term Projects Research	4
TOTAL NUMBER OF HOURS PER COURSE	126

As with all syllabi, please submit at least a month before classes to your Program Director for approval and for posting.