


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 601.3		
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	Last Revision Date:	03-08-10	
Effective Date:		03-08-10	
Section:	Instructional	Subject:	Modes of Teaching

PURPOSE

Identify the modes of teaching for full-time and part-time faculty.

GLOSSARY OF TERMS

1. Definition of Courses

Face-to-Face: a course where all instruction takes place at a physical location with the professor directly interacting with students. This type of class includes Interactive Television Network (ITN) courses.

Web-based: a course delivered via the Internet and is completed without face-to-face instruction or required physical attendance in a classroom.

Web-enhanced: a course meeting the required face-to-face contact time and employing the Internet for some learning activities.

Hybrid: a course combining both web-based learning and face-to-face components. A hybrid course is one for which regularly scheduled classroom time is replaced consistently throughout the semester by required activities completed at distance and managed online. The face-to-face components of the hybrid course must comprise 50% of the course contact hours.

Telecourse: a course that students view on a television channel that may also include web based learning.

PROCEDURE

1. For a face-to-face course, each instructional unit (credit) requires 800 minutes of contact time.
2. In a hybrid course, a minimum of 50% of the contact time must be face-to-face; the remaining course time will be spent online.
 - 2.1 Hybrid courses should have the direct face-to-face contact time spread equitably throughout the course.
 - 2.2 The schedule of face-to-face versus online time for each course must be established between the faculty member and the Associate Dean/Dean. The schedule and first day handouts verified by the Associate Dean/Dean a week before the class begins cannot be altered during the semester.
 - 2.3 Exceptions to the hybrid ratio may be decided by the Vice President of Learning Services or designee.

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GENERAL GUIDELINES

When replacing a face-to-face class meeting with online time in an emergency situation, these online activities should take the same amount of time as the face-to-face meeting being replaced. Some examples of appropriate content can include:

- interactive activities such as learning games or review materials;
- discussion boards; chats or other forms of student interaction;
- audio or video lectures,
- student group work.

Online class activities in this circumstance should not include reading textbooks, writing essays, and completing projects that are normally done outside of class.