THE HYBRID DESIGNATION

For a course to be considered hybrid, between 33-66% of the instruction has to occur online. This means that if a regular face-to-face course meets twice a week, the hybrid course will only meet once per week in the physical classroom, and will conduct the rest of its business online. If a face-to-face course meets three times a week, the hybrid course will meet either once or twice per week in the physical classroom, and so on. Blackboard is the official platform for online instruction at CUNY.

For the purposes of this document, a **Learning Unit** is defined as a distinct group of learning activities and course content created by the instructor to guide the progress of students through a structured presentation of materials. Learning Units may be organized by textbook chapter, module, course week, topic, theme, or by some other method, but it is suggested that each Learning Unit should be approximately equal in terms of amount of content covered and time required for completion. A given Learning Unit will contain instructions and due dates, a variety of content items (such as presentations, lecture notes, articles and other readings, images, video, sound recording), annotated links, and assessment tools (such as assignments, quizzes, tests, and essays). These materials should be sequenced in the order in which they should be read by students.

For a course to be considered hybrid, the following requirements should be met:

1. The course Blackboard site should contain these basic elements:

Announcements	
A welcoming announcement to the course	
An announcement for the start of each Learning Unit	
An announcement for each assignment stating due date and point value	
Staff Information	
A short biography	
A photograph of the instructor	
Contact information and procedures including office location, relevant phone numbers, and turn-around time estimates for replying to emails or voicemail	
Course Information	
Instructions on how to navigate the course	
Full course syllabus in PDF and/or HTML format	
Official Course Description from college catalog	
Official course Learning Objectives (where set by department)	
Statement on WAC/WIC (where applicable)	

Statement on GenEd (where applicable)	
Academic pre- and co-requisites	
Technical pre-requisites	
Textbooks	
• Electronic course pack in PDF and/or HTML format (where applicable)	
• Information on required textbooks in disciplinary format (where applicable)	
• Purchase information and links for required textbooks (where applicable)	
Course requirements	
• Classroom materials	
• Hardware and software	
Policies and Procedures	
• Table of assignments, due dates and point values adding up to 100	
• Official CUNY Grading Policy	
• General assignment submission procedures	
• Physical and online attendance policy **(see below)**	
• Official CUNY statement on Academic Integrity	
• Course-specific plagiarism policies and procedures	
• College-specific computer and network use policy	
• Course-specific statement on Netiquette	
Contact information for Counseling	
Contact information for the Academic Learning Center	
Discussion Board	
At least one forum for general course-related questions	
At least one forum for each Learning Unit (where appropriate)	
Links	
General links to course-specific resources	
Links to writing and study resources (where appropriate)	
• the Library's information literacy workshop signup page	
• the Library's online reference desk	
• Instructional Technology's student workshop signup page	
• the Writing Center's online help page	

1. As well as conforming with OAA guidelines, the posted syllabus should include:

a.   A grading policy that clearly specifies the percentage of the final grade awarded for online and face-to-face activities.

b.   The following addition to the class attendance policy: "For online courses, students are required to visit the virtual class at least two

days in a given week to be considered present for that week."

c.	The instructor's expectations and requirements for students' participation in online activities.

d.	A policy for communicating with students in the event of system failure.

1.	A course outline should be developed that organizes the course into a number of individual Learning Units. Such an outline should contain:

a.	Learning Objectives for each Learning Unit;

b.	A table of face-to-face and online activities for each Learning Unit;

c.	A detailed description of all face-to-face and online activities for each Learning Unit;

d.	A description of the assessment items and procedures that is itself cross-referenced with each of the Learning Unit's Learning Objectives.

The following table is offered as a model for a Course Outline

Week/LU	Objective(s)	Learning Activities Face-to-face	Online	Resources	Assessment
Week 1/LU 1 Topic:					
Week 2/LU 2 Topic:					
Week 3/LU 3 Topic:					

1.	The necessary course materials and online resources for the online component of each Learning Unit must be prepared in advance and made available for review by the OIT within the Blackboard site in **Course Documents.** The OIT recommends releasing each Learning Unit to the students according to the course outline using **Adaptive Release.** Each Learning Unit must contain activities that would take the typical student of that particular course at least 50% of the time they would otherwise spend in a face-to-face environment. NOTE: this is in addition to the readings and activities that they would ordinarily be assigned as homework projects.

2.	The Course should offer opportunities for online interaction and communication either through the Discussion Board, or through Wikis, Blogs,

and the like.

THE SUBMISSION PROCESS

The assessment and approval process for your course may take a little time. Your course should be submitted no later than MARCH 1 for classes to be taught in the fall, or OCTOBER 1 for classes to be taught in the spring. Please approach your Chair to advise her/him of your intention to convert/develop a course to a hybrid mode.

When you think your course is ready to be considered hybrid, please contact the Office of Instructional Technology (OIT) at B442 or by e-mail at OIT@hostos.cuny.edu

1. Two members of the Committee on Academic Computing (CAC), one of whom will be from your department, will be selected to evaluate your course. They will report their recommendation to OIT.

2. If the course has met the criteria, OIT will present the course to the CWCC as a Hybrid section.

3. If the course has not met the criteria, OIT will advise you on ways to revise the submission.

CHECKLIST FOR HYBRID DESIGNATION

FACULTY NAME: _____

DEPARTMENT: _____

COURSE: _____

o BASIC BLACKBOARD SITE CRITERIA MET

o SYLLABUS CONFORMS TO O.A.A. GUIDELINES AND ALSO INCLUDES:

o   Complete grading breakdown

o   Online attendance policy

o   Expectation of student participation

o   Policy for communication in the event of system failure

o LEARNING UNIT OUTLINES MEET SPECIFICATIONS

o   Learning Objectives are clear

o   Face-to-face and online activities are clearly described

o   Assessment procedures are clearly stated and linked to learning objectives

o   COURSE MATERIALS AVAILABLE WITHIN THE COURSE

DATE PRESENTED TO CHAIRPERSON: _____

_____   _____
Department Chair   Signature

DATE SUBMITTED TO OIT: _____

_____   _____
Director of OIT   Signature

DATE OF OIT APPROVAL: _____

_____   _____
Director of OIT   Signature

DATE PRESENTED TO CWCC:_____