

COURSE DESIGNATION STANDARDS (i.e. INSTRUCTION MODES)

Instruction Modes	PeopleSoft Instruction Mode Values	Instruction Mode Definitions
Face-to-Face	P (default value)	Course meets face-to-face for all of the course contact hours prescribed by the course type and units. Syllabus/grades may be posted online.
Web-Assisted	PW	Course meets face-to-face for all of the course contact hours prescribed for the course type and units. Syllabus/grades may be posted online. Some course materials/activities are online and require active student access.
Hybrid with Asynchronous Component	HA	Course uses both classroom and online instructional modes and meets face-to-face for 25%-75% of the course contact hours prescribed by the course type and units.
Hybrid with Synchronous Component	HS	Course uses both face-to-face and synchronous instructional modes and meets face-to-face for 25%-75% of the course contact hours prescribed by the course type and units.
Asynchronous Local	AL	100% of the course instruction is delivered in an asynchronous instruction mode. Scheduled face-to-face meetings may be required for orientation and student evaluation.
Synchronous Local	SL	100% of the course instruction is delivered in a synchronous instruction mode. Scheduled face-to-face meetings may be required for orientation and student evaluation.
Fully Asynchronous	A	100% of the course instruction is delivered in an asynchronous instruction mode. Students do not need to be on campus for any portion of course work or evaluation.
Fully Synchronous	S	100% of the course instruction is delivered in a synchronous instruction mode. Students do not need to be on campus for any portion of course work or evaluation.

NOTE:

Asynchronous instruction is defined as instruction offered via web technology, CD-rom, or placed on student-accessible PCs, available at time/location of students' choice.

Synchronous instruction is defined as instruction offered via closed circuit to a second classroom, or live remote broadcast via public airwaves, web chat room, or web-based streaming video to PCs available at specific days/times.

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Q&A for Instructors

Q: I don't fit in the 25-75% definition for a hybrid course. What mode should I use?

A: Those percentages are meant to be suggestive rather than restrictive. If less than 25% of your class meetings are online, you have not really invested in online instruction. If more than 75% of your class meetings are online, you are not making significant use of the face-to-face meetings. You should try online local.

Q: Students are required to come to specific meetings at the beginning and end of the quarter. Otherwise the class is online. Is my class hybrid or local?

A: If there is no instruction during the meetings, if they are restricted to offering information about the course and/or evaluating the students, then your class is local.

Q: Part of my class is synchronous and part is asynchronous, but none of it is face-to-face. There doesn't seem to be a choice for this.

A: If the students need to come to campus for orientation and/or evaluation, this course should be classified as synchronous local. If the students don't need to come to campus, the course should be classified as fully synchronous. In this case, it is most important to let students know that they will need to be on the computer at a specific time for instruction.

Q: My class is all asynchronous but I will have online orientations that all students must attend at the same time. Which instructional mode should I select?

A: Since the students don't need to be on-campus, this class is fully asynchronous. In this case, this is the most important information for the students.

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STUDENT FRIENDLY DEFINITIONS

Instructional Modes	Instructional Mode Definition
Face-to-Face	Course meets face-to face for class meetings. Students may need to go on the computer to read the syllabus or see their grades.
Web-Assisted	Course meets face-to face for class meetings. Students may need to go on the computer to read the syllabus or see their grades. In addition, students may need to get on a computer to access course materials or participate in some class activities.
Hybrid with Asynchronous (flexible time) Component	Course uses both face-to-face instruction and electronic instruction that can be completed at a time/location that is flexible.
Hybrid with Synchronous (fixed time) Component	Course uses both face-to-face instruction and electronic instruction that must be completed at specific days/times.
Asynchronous (flexible time) Local	Course instruction uses an electronic delivery that can be accessed at a time/location that is flexible. Students may need to come to campus at specified days/times for orientation and evaluation of student learning.
Synchronous (fixed time) Local	Course instruction uses an electronic delivery that must be accessed at specific days/times. Students may need to come to campus at specified days/times for orientation and evaluation of student learning.
Fully Asynchronous (flexible time)	Course instruction uses an electronic delivery that must be accessed at specific days/times. Students do not need to be on campus for any element of course. Students may need to be available at specified days/times for orientation and evaluation of student learning.
Fully Synchronous (fixed time)	Course instruction uses an electronic delivery that can be accessed at a time/location that is flexible. Students do not need to be on campus for any element of course. Students may need to be available at specified days/times for orientation and evaluation of student learning.
<p>NOTE:</p> <p>Asynchronous instruction is defined as instruction offered via web technology, CD-rom, or placed on student-accessible PCs, available at time/location of students' choice.</p> <p>Synchronous instruction is defined as instruction offered via closed circuit to a second classroom, or live remote broadcast via public airwaves, web chat room, or web-based streaming video to PCs available at specific days/times.</p>	