

# CLASS FORMAT

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## Class Format

**Traditional Classroom** (to include synchronous classroom): Instruction is delivered fully on-site with face-to-face interaction between the instructor and the student. A classroom course may make use of computers, the internet or other electronic media in the classroom. Students may be directed to online materials provided by publishers, or to other internet accessible sources as part of their course work. The learning management system may be used to enhance the learning experience. Some traditional classroom classes may have a virtual participation option for students who are unable to be on campus for one or multiple sessions. This option would be noted in the class comments.

**Blended:** Instruction is a combination of online and classroom experience. Less than 50% of instruction is provided online. The dates of the on-site portion are published with the course schedule.

**Hybrid Online:** Instruction is a combination of online and classroom experience. Fifty percent or more of instruction is provided online. The dates of the on-site portion are published with the course schedule.

**Independent Study:** An assigned method of delivering a class (not a program) to a group of enrolled students that numbers less than the minimum required to offer a section. The students will do more of the course activities and assessments on their own in this method of delivery. The number of class meetings for an Independent Study class will be determined by the dean/associate dean. If it is decided that a class will be offered as Independent Study, the students will be informed in advance to the start date of the course providing them an opportunity to withdraw or transfer to another section.

Faculty will be compensated for independent study courses based on the State-approved hours for the course, the number of students enrolled, and the minimum number of students required to run the course as a traditional section (established by the district).

The formula is as follows: State-approved hours x (# students enrolled/enrollment minimum) = faculty hours assigned

**Video Conference (VC) - Classroom:** Instruction is delivered fully on-site at multiple Moraine Park sites with video and audio interaction through television medium and microphones. These classes meet at scheduled dates and times. A VC Classroom course may make use of computers, the internet or other electronic media in the classroom. Students may be directed to online materials provided by publishers, or to other internet accessible sources as part of their course work. The learning management system may be used to enhance the learning experience.

**Online** (to include synchronous online): All course activity is done online. There may be a one-time on-site or face-to-face requirement in some courses as well as off-line supervised tests/exams at specified sites. Some online classes may have live, virtual meeting sessions scheduled throughout the semester for students to participate remotely from an off-campus location. The meeting dates and times are published with the course schedule.

**Self-Paced Computer Software:** A student may start a class anytime within a semester. Class completion dates are communicated during the

face-to-face orientation and are strictly adhered to by the College. An orientation session is required before beginning the class.

**Self-Paced Open Lab:** Within the scheduled open lab, students choose times to attend class. Required orientation includes lab expectations, testing requirements, class duration (11 weeks, etc.) and other logistics.

*Enrollment may limit the campus availability or delivery of certain courses.*