

Process for Converting a Traditional Course to Hybrid

1. The faculty member meets first with the department head and/or academic dean for a preliminary assessment of the request. As part of this assessment, the dean may, but is not required to, encourage the faculty member to think through and provide answers to the “Questions for Reflection on Creating Hybrid Courses” (attachment).
2. Following the preliminary assessment, the faculty member will complete the three-part form: “Request to Convert Traditional Class to Hybrid Class” (attachment), which requires approval by both the department head (if applicable) and the academic dean.
3. Following this approval, the proposed course must follow the established procedure created for content and technical review of web courses.

To permit addition to the timetable, all steps in the approval process must be completed no later than the first day of classes in the semester **prior to** the semester in which the class is to be offered. For example, to be offered during the spring semester, the course would have to be approved no later than the first day of classes in the fall semester.

Questions for Reflection on Creating Hybrid Courses

Developed by UW-Milwaukee Learning Technology Center

1. What do you want students to know when they are finished taking your hybrid class?
2. As you think about learning objectives, which ones would be better achieved online and which ones would be best achieved face-to-face?
3. What types of learning activities do you think you will be using for the online portion of your course?
4. How will the face-to-face time and time out of class components feed back into and support each other?
5. Online asynchronous discussion is often an important part of hybrid courses. What challenges do you anticipate in using online discussions?
6. What specific technologies will you use for the online and face-to-face portions of your course?
7. What proactive steps will you take to assist students to become familiar with your website and those instructional technologies?
8. If students need help with technology later in the course, how will you provide support?
9. When working online, students frequently have problems scheduling their work and managing their and understanding the implications of the hybrid course module as related to learning. What do you plan to do to help your students address these issues?
10. How will you divide/schedule the percentage of time between face-to-face portion and the online portion of your course (e.g., one two-hour face-to-face followed by two-hour online session each week)?
11. How will you divide the course-grading scheme between face-to-face and online activities (i.e., what means will you use to assess student work)?
12. How will you evaluate the student workload in this hybrid course as compared to a traditional class?

Request to Convert Traditional Class to Hybrid Class

Course/Credit Hours: _____

Division: _____

Instructor: _____

Initial Delivery Semester: _____

Instructions: Provide all the information necessary to support the change in delivery method. Be as persuasive as possible and give examples where appropriate. Attach additional sheets as necessary. Include the current traditional class syllabus and the proposed hybrid class syllabus.

Part I: Explain why a hybrid version of the course is needed and how such delivery method will enhance student learning and course success.

Part II: Describe, in detail, how the class is taught using the traditional delivery method, identify how class time is allocated among course components and activities, and describe how students are evaluated.

Part III: Describe how the class will meet established student learning objectives and outcomes using the hybrid delivery method. The description should include an outline of the course identifying what course components and activities will be presented in the classroom and what course components and activities will be presented outside of the classroom. An allocation of time each component and activity will require should be specified. Discuss how students' evaluation will differ using the hybrid delivery method.

Request for conversion to a hybrid delivery method is approved:

Department Head (if applicable)

Division Dean

Date

Date

Dean of Distance Education

Date