

College of Engineering Hybrid Designation Policy for Course Sections

Instructors requesting a hybrid designation must submit a course change proposal via their departmental curriculum committee (as with any course change proposal). Courses with a hybrid designation must provide a dedicated syllabus via Kualu for the hybrid offering (analogous to the requirement for distance learning, DL). Within Kualu, include a brief justification addressing how each mode of instruction is appropriate for achieving/assessing specific learning outcomes. Proposals for hybrid designation are reviewed by CEP through the usual course approval process and are expected to be uncommon. As with any choice of course mode, courses with a hybrid designation must have a valid pedagogical basis.

Course mode definition: Hybrid

Students and instructors regularly interact in both the physical classroom and online. When not meeting in the physical classroom, students and instructors interact online, either through required synchronous sessions or required asynchronous activities. The time schedule contains information about the course's required weekly physical classroom and synchronous meeting times (e.g., MW 1–2pm in person, F 1–2pm on Zoom).¹

Proposals will be reviewed by CEP according to the following rubric:

- Do some but not all required course meetings meet in person?
- Are the in-person meetings on a weekly schedule?
- Are the online meetings or activities (synchronous or asynchronous) on a weekly schedule?
- Are any regular, asynchronous activities acknowledged explicitly in the syllabus?
- Does the course have a hybrid syllabus submitted to Kualu? (Note, due to differences in pedagogic design, it is also necessary to have a non-hybrid syllabus if there will be non-hybrid offerings.)
- Do choices of course mode have a valid pedagogical basis, with a brief justification in Kualu addressing how each mode of instruction is appropriate for achieving/assessing specific learning outcomes?

Examples of a hybrid course

- A course in which students are expected to attend class MW 1–2pm in person on campus and F 1–2pm on Zoom.
- A course that has a weekly schedule of in-person course meetings, along with online course meetings with remote guest speakers/panelists (e.g., every Monday in person and every Wednesday online for guests)

¹ Source: <https://registrar.washington.edu/classrooms/course-modes/>

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FAQ

- 1. What if I offer students the option to attend class online (via Zoom or Panopto stream) when they are sick or otherwise excused from attending in person. Should I seek hybrid designation for this course?**

No, hybrid designation is *not* for courses where students are normally expected to attend course meetings in person.
- 2. Sometimes I need to use Zoom when I'm sick or traveling (e.g., conference, review panel), or a student needs to be included remotely. Should I seek hybrid designation for this course?**

No, not if online course meetings are the exception. Hybrid designation is *not* for courses where students are normally expected to attend course meetings in person.
- 3. Sometimes I need to provide a recorded lecture in place of an in-person course meeting when I'm sick or traveling (e.g., conference, review panel). Should I seek hybrid designation for this course?**

No, not if recorded classes are the exception. Hybrid designation is *not* for courses where students are normally expected to attend course meetings in person.
- 4. I always record my course meetings with Panopto or via some other means so students can view them later. Should I seek hybrid designation for this course?**

No, hybrid designation is for courses where students are expected to regularly attend some course meetings online or engage in asynchronous activities instead of class. It does not apply to courses with recordings where students are normally expected to attend course meetings in person.
- 5. My course has some online course meetings featuring remote guest speakers/panelists, but not on a regular, weekly basis. Should I seek hybrid designation for this course?**

No, hybrid designation is for courses where students are expected to regularly attend some course meetings online.
- 6. Every week, in place of one (not all) of my in-person course meetings, I am assigning students to watch complete an online tutorial and an interactive virtual lab, both self-paced (e.g., every Monday course meeting will be replaced with these asynchronous activities). Should I seek hybrid designation for this course?**

Yes. You should submit a course proposal to your department curriculum committee with a syllabus that specifies how and why it is hybrid.
- 7. I want to run all of my course meetings remotely. Should I seek hybrid designation for this course?**

No, a fully remote course must receive a distance learning (DL) designation. This requires a [dedicated course submission](#) and is distinct from a hybrid designation.
- 8. I want to have course meetings that alternate between in-person and online modes on a weekly, consistent basis. I want the course to be labeled as hybrid on**

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the Time Schedule. Should I seek hybrid designation for this course?

Yes. You should submit a course proposal to your department curriculum committee with a syllabus that specifies how and why it is hybrid.