



Digital Synchronous

Code: DLS



Scheduling

Digital Classes: For University Studies courses, digital classes are scheduled in one 3-hour block or two 1.5-hour blocks. HHS may differ with 3 or more hours per week of digital classes.

Digital Exams: Mid-term exams must be done in the digital format during the scheduled class time or as a take-home. Final exams must be done in digital synchronous format and scheduled via SRO into the formal exam schedule for a 3-hour block of time. Instructors must proctor their own exam. There are no additional human proctors or proctoring software available.



Description

Digital synchronous courses are delivered through live, entirely digitally classes that are regularly scheduled at the same times for up to 3 hours each week for engagement or application activities between the students and instructor.

No on-campus attendance is required for any aspect of the course, including assessments. In the time between the live digital classes, students follow course expectations and work on their own or in collaboration with classmates to communicate, engage and apply new learning via asynchronous course components.



Best Suited For

- Courses that have little to no hands-on learning but require live classroom times to deliver content and engage learners via a video web conferencing platform at scheduled times.
- Courses that require regular live online interactions between instructor and students to engage in course learning outcomes.
- Students who need regular class times to organize their learning.
- Students with reliable and strong internet connectivity, webcam, or video capability, able to join if in another time zone.



Student Questions

- Do I have to come to campus for class or exams? **NO**
- Do I need a computer and internet to take the course? **YES**
- Do I have to regularly attend class at scheduled times? **YES**
- Will there be additional and scheduled class times requiring my attendance once I begin the course? **NO**
- Will I have to work with classmates on projects, activities or presentations and schedule my meeting times with them? **YES**
- Are there deadlines for assignments and activities? **YES**
- Will instructors record the digital classes for access later?
Depends on instructor



Instructor Communications

- Instructors meet with students either in scheduled digital class sessions or individually through pre-set office hours scheduled via video-conferencing platform or phone calls at mutually convenient times.
- Instructors regularly communicate with all students via email and during weekly scheduled digital classes, but also communicate with students individually to share feedback on learning, reach out to support needs etc.
- Almost all instructor communication happens via digital asynchronous/unscheduled portions of course and some via the live synchronous/scheduled portions.



Instructor Notes

- All instructor-led activities must occur *within* the scheduled timeframe with no activities scheduled outside of it.
- Expectations of student attendance must be clearly communicated to students in advance.
- Instructors should access NIC's [guidelines for recording digital classes](#) to ensure all student needs (including DALs accommodations) are met
- Recorded digital synchronous classes which include student voices and images can only be used for supplemental learning materials for the class that is being recorded (and not used in future with other synchronous or asynchronous classes as learning materials)
- Even though you see the students each week, it is advisable to communicate each week with students via methods such as email, video recording or discussion board post to share summaries of learning, give overview of learning coming up the next week etc.



Student Learning and Course Design Details

Content and Course Components

Students access content (materials, readings, watching videos) that includes theory and foundational knowledge.

- Approximately 100% of the time students access content and course components via digital asynchronous / unscheduled portions of course and often not part of the live synchronous/scheduled delivery format.

Engagement and Application of Learning

Students apply theory, knowledge, and skills by creating new relationships between existing knowledge and new knowledge, developing understandings of concepts in various forms such as: student-to-student, student-to-instructor, instructor-to student engagement and participation, class community development, etc.

- Approximately 70% of the time student engagement and application of learning happens via digital asynchronous / unscheduled format and about 30% via live synchronous / scheduled format.

Assessment of Learning Outcomes

Students submit assignments, projects, and activities sharing their demonstrations of learning via low and high-stakes assessments receiving student feedback from instructor, peers, self-reflection etc.

- Approximately 90% of the time student assessment happens via digital asynchronous/unscheduled format and about 10% via the live synchronous/scheduled format.



Digital Asynchronous

Code: DLU



Scheduling

Digital Classes: There are no scheduled classes.

Digital Exams: There are no scheduled exams. Mid-term and final exams are done via digital methods with at least a 24-hour window of time provided to students to take the exam. Instructors must proctor their own exam. There are no additional human proctors or proctoring software available.



Description

Digital asynchronous courses are delivered entirely digitally, and students work independently following an organized set of content, instructions, and activities.

Optional engagement by the instructor with students occurs individually with no scheduled group activities either via live digital means (e.g., video-conferencing class) or non-digital means (e.g., messaging apps or collaborative documents).



Best Suited For

- Courses that can be done best with content delivery and engagement, student application and assessment all via asynchronous learning activities.
- Students who can work independently, may have weak or unreliable internet connectivity.
- Students who do not live in the region/time zone.
- Students who cannot devote a regularly scheduled time to studies, e.g., working students.



Student Questions

- Do I have to come to campus for class or exams? **NO**
- Do I need a computer and internet to take the course? **YES**
- Do I have to regularly attend class at scheduled times? **NO**
- Will there be additional and scheduled class times requiring my attendance once I begin the course? **NO**
- Will I have to work with classmates on projects, activities or presentations and schedule my meeting times with them? **YES**
- Are there deadlines for assignments and activities? **YES**



Instructor Communications

- Groups should only be done asynchronously.
- Instructors optionally meet with students individually through pre-set office hours scheduled via video-conferencing platform or phone calls at mutually convenient times.
- Instructors regularly communicate with all students via email, but also communicate with students individually to share feedback on learning, reach out to support needs etc.
- All instructor communication happens via digital asynchronous formats.



Instructor Notes

- Expectations of student attendance must be clearly communicated to students in advance.
- No live digital classes (optional or required) are to be scheduled.
- Instructors must communicate each week with students via methods such as email, video recording or discussion board post to share summaries of learning, give overview of learning coming up in next weeks etc.



Student Learning and Course Design Details

Content and Course Components

Students access content (materials, readings, watching videos) that includes theory and foundational knowledge.

- 100% of the time students access content and course components via digital asynchronous/unscheduled format.

Engagement and Application of Learning

Students apply theory, knowledge, and skills by creating new relationships between existing knowledge and new knowledge, developing understandings of concepts in various forms such as: student-to-student, student-to-instructor, instructor-to-student engagement and participation, class community development, etc.

- 100% of the time student engagement and application of learning happens via digital asynchronous/unscheduled delivery format.

Assessment of Learning Outcomes

Students submit assignments, projects, and activities sharing their demonstrations of learning via low and high-stakes assessments receiving student feedback from instructor, peers, self-reflections etc.

- 100% of the time student assessment happens via digital asynchronous/unscheduled delivery format.



Blended

Code: (Campus) B



Scheduling

Classes: For Trades and Technical programs, Health and Human Service programs and science courses, there are scheduled on-campus classes for hands-on learning. Digital learning is not scheduled.

Exams: Any mid-term, final or industry or professional mandated exams are scheduled by instructor in either the on-campus classes or via digital formats. There are no additional human proctors or proctoring software available for digital format exams and tests.



Description

The course is delivered with both required in-class, on-campus learning and digital learning experiences. In-class learning is scheduled, and the digital learning is done independently.

Expectations about in-person attendance (e.g., days of the week) and learning expectations for digital activities (e.g., due dates, activities) need to be clearly communicated to students at the outset of the course and maintained.



Best Suited For

- Courses that have required experiential, hands-on, applied learning that requires in-class learning experiences and the theory and content learning can happen via the digital asynchronous format



Student Questions

- Do I have to come to campus for class or exams? **YES**
- Do I need a computer and internet to take the course? **YES**
- Do I have to regularly attend class at scheduled times? **YES**
- Will there be additional and scheduled class times requiring my attendance once I begin the course? **NO**
- Will I have to work with classmates on projects, activities or presentations and schedule my meeting times with them? **YES**
- Are there deadlines for assignments and activities? **YES**
- Will instructors record the digital classes for access later? **Depends** on instructor



Instructor Communications

- Instructors meet with students either in scheduled class sessions or individually through pre-set office hours scheduled via video-conferencing platform or phone calls at mutually convenient times.
- Instructors regularly communicate with all students via email and during weekly scheduled classes, but also communicate with students individually to share feedback on learning, reach out to support needs etc.



Instructor Notes

- Blended courses meet on campus only for the scheduled times for hands-on learning experiences and all other content, theory and non-experiential learning happens via digital asynchronous format.
- Instructors cannot reschedule or change the scheduled class format to have class be completely face-to-face.
- Expectations of student attendance must be clearly communicated to students in advance.
- No live digital classes (optional or required) are to be scheduled.
- Instructors should access NIC's [guidelines for recording digital classes](#) ensure all student needs (including DALs accommodations) are met
- Recorded digital synchronous classes which include student voices and images can only be used for supplemental learning materials for the class that is being recorded (and not used in future with other synchronous or asynchronous classes as learning materials)



Student Learning and Course Design Details

Content and Course Components

Students access content (materials, readings, watching videos) that includes theory and foundational knowledge.

- Approximately 30-50% of the time students access content and course components via digital asynchronous / unscheduled format and approximately 50-70 % of the time via in-class, on-campus scheduled classes.

Engagement and Application of Learning

Students apply theory, knowledge, and skills by creating new relationships between existing knowledge and new knowledge, developing understandings of concepts in various forms such as: student-to-student, student-to -instructor, instructor-to student engagement and participation, class community development, etc.

- Approximately 30-50% of the time student engagement and application of learning happens via digital asynchronous / unscheduled delivery format and approximately 50-70% of the time via in-class, on-campus scheduled classes.

Assessment of Learning Outcomes

Students submit assignments, projects, and activities sharing their demonstrations of learning via low and high-stakes assessment receiving student feedback from instructor, peers, self etc.

- Approximately 30-50% of the time student assessment happens via digital asynchronous / unscheduled delivery format and approximately 50-70% of the time via in-class, on-campus scheduled classes.



Face-to-Face

Code: (Campus) S

Note: To become Digital Synchronous if pandemic conditions require



Scheduling

On-Campus Classes: For University Studies courses, classes are scheduled in one 3-hour block or two 1.5-hour blocks. HHS may differ with 3 or more hours per week of scheduled classes.

Exams: Scheduled in 3-hour blocks during the exam period.



Description

Face-to-face courses are delivered in-person on campus at regularly scheduled times each week.



Best Suited For

- Face-to-face is best suited to students who cannot access reliable internet access or for the learner who is not comfortable managing technologies.
- Face-to-face is also suited to disciplines that leverage social engagements with classmates to build new learning and for students who learn best through in-person connections on a routine basis.



Student Questions

- Do I have to come to campus for class or exams? **YES**
- Do I need a computer and internet to take the course?
Depends on course
- Do I have to regularly attend class at scheduled times? **YES**
- Will there be additional and scheduled class times requiring my attendance once I begin the course? **NO**
- Will I have to work with classmates on projects, activities or presentations and schedule my meeting times with them? **YES**
- Are there deadlines for assignments and activities? **YES**



Instructor Communications

- In-person during scheduled class-times, and through on-campus office hours, individually scheduled video-conference meetings if more suitable, and phone calls at mutually convenient times.
- Instructors regularly communicate with all students via email and during weekly scheduled classes, but also communicate with students individually to share feedback on learning, reach out to support needs etc.



Instructor Notes

- If required for pandemic, a face-to-face course reverts to digital synchronous.
- Expectations of student attendance must be clearly communicated to students in advance.
- No live digital classes (optional or required) are to be scheduled if in face-to-face delivery mode.



Student Learning and Course Design Details

Content and Course Components

Students access content (materials, readings, watching videos) that includes theory and foundational knowledge.

- Most of the time students access content and course components on their own (via optional digital or non-digital means) and the rest of the time via in-class, on-campus scheduled classes.

Engagement and Application of Learning

Students apply theory, knowledge, and skills by creating new relationships between existing knowledge and new knowledge, developing understandings of concepts in various forms such as: student-to-student, student-to-instructor, instructor-to-student engagement and participation, class community development, etc.

- Some of the time student engagement and application of learning happens on their own time and some happens via in-class, on-campus scheduled classes.

Assessment of Learning Outcomes

Students submit assignments, projects, and activities sharing their demonstrations of learning via low and high-stakes assessment strategies receiving student feedback from instructor, peers, self-reflection etc.

- Most of the time student assessment happens on their own via digital and non-digital means and the rest of time via in-class, on-campus scheduled classes.