

**Sam Houston State University**  
**Hybrid Course Guidance**  
**Fall 2020**

As we prepare for the uncertainties of Fall 2020, providing faculty with more options for instructional modalities will be helpful: full distance education (online) in addition to several variations of a hybrid course modality.

Goals: Having a plan to adapt well before the start of the fall semester will:

- increase student confidence in the stability of the university and the safety of course delivery options, resulting in sustained enrollments;
- minimize potential changes and updates to course modality; and
- maximize communication and transparency in course scheduling.

**Definitions**

*Distance Education Course:* A course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of distance education courses are defined:

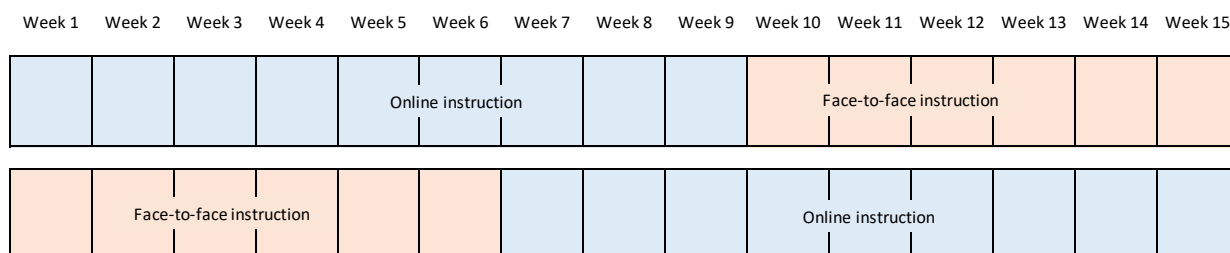
- *Fully Distance Education Course (Online)* - A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.
- *Hybrid/Blended Course* - A course in which a majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

Source: Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter P, §4.257.

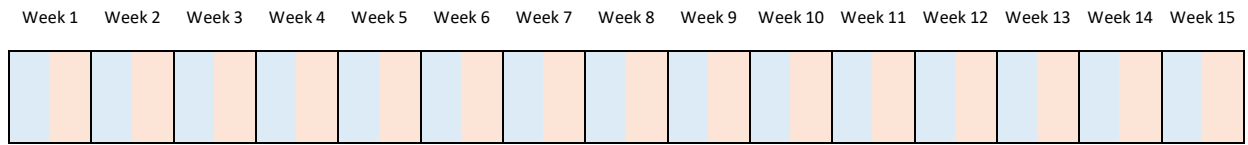
**Hybrid Models to Consider**

*Note: online course components should comprise 51-84% of instruction\**

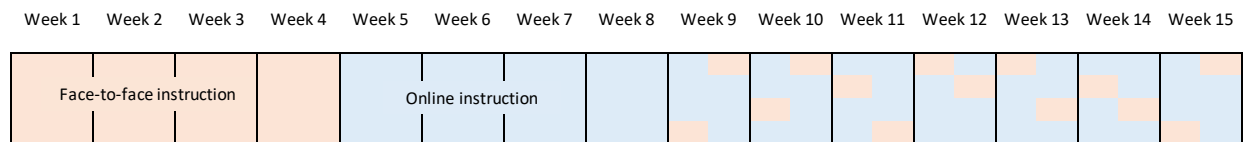
- **Split Semester.** Split the 15-week semester with face-to-face and online instruction being conducted during the first or second portion\* of the term (e.g., face-to-face for the first portion (16-49%) and online for the second portion (51-84%) or vice-versa).



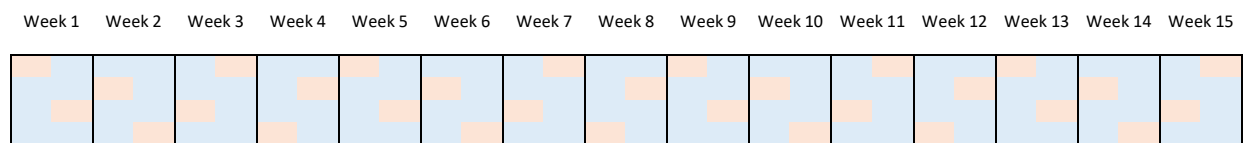
- Split Week.** For courses offered more than one day per week (e.g., MW, TuTh, MWF), conduct face-to-face instruction one day and online the remaining class days (e.g., face-to-face meeting on Monday and online meetings on Wednesday and Friday).



- Flex.** The first few weeks of the course conducted face-to-face followed by an extended period (such as a month or more) of online work with periodic face-to-face student check-ins as needed and such that 51-84% of the instruction occurs online [e.g., 3-4 weeks (9-12 contact hours) of face-to-face followed by online instruction and pre-determined, periodic face-to-face meetings totalling not more than 10.5 to 13.5 face-to-face contact hours].



- Student Rotations.** Instructors deliver 100% of the course meetings in a face-to-face format while students rotate in-person attendance and online participation to decrease social contact. Divide students into groups (size dependent upon social distancing guidelines) and rotate in-class attendance and online participation so that students attend 16-49% of the face-to-face sessions and alternate with 51-84% online participation (e.g., students with last names beginning with A-G attend in-person on Mondays and participate via online modality synchronously on Wednesdays and Fridays).



- 7 ½ Week Courses.** Courses can be scheduled face-to-face, online, or hybrid during the 7 ½ week parts of term to decrease potential impact to course schedules upon the potential resurgence of required COVID-19 social distancing in Fall 2020 (e.g. a course meets during standard meeting times MWF but also has online modality TTh).

