Traditional/Enhanced Modalities

In a traditional/enhanced course all of the instruction is provided in a face-to-face, synchronous classroom setting. However, students are expected to regularly supplement their learning through the use of technology.

1. Face-to-Face Course¹ (CS code = P)

- Primarily instructor-centered where content delivered through in-person lecture with textbook(s) and other materials supplementing the course.
- Live/synchronous interaction between learner and an instructor in same physical space/location.
- Class interaction through Q&A.
- Could include seminars, in-person lectures, music ensemble conduction, or supervised cohort/group work, fitness activities, field work (internships), or delegated instruction of the sort.
- Limited use of online LMS (usually for housing of course materials or test taking only)
- Normally taught over a sixteen-week semester with holiday breaks with cumulative 3-hour class times each week (M-W-F 1-hour sessions; T-Th 1.5-hour sessions).
- Schedule/Session Variations include:
 - *Block Schedule*² is where class time is offered in a compressed time period typically in a 3-hour block once per week over sixteen weeks or two 3-hour blocks over eight weeks.
 - An *Extension Site*³ course is normally taught at a location (i.e., campus, church) where students commute one evening each week for five to eight weeks from between three to four hours for each class. Students to assignments during the remainder of the week.
 - Intensive courses⁴ are condensed periods of in-class work done over a shorter period than a normal semester. This period can be one to three weeks in length or several weekends. Can include J-term (winter) session, Summer School, etc.
 - Lab courses.⁵ During lab courses, students get a hands-on experience of the subject being taught during the lecture. Some classes may require a lab partner, while upper-division classes may have solo science experiments. Usually figured at a 1:3 ratio for credit hour calculation.
 - Study Abroad.⁶ Selected courses taught by Moody faculty in various parts of the world. Course normally taught using face-to-face with the faculty member, but on a varying schedule across the time period using a mixture of Extension or Intensive schedules.
- Credit hour calculation guidelines:⁷

¹ Adapted from "Face-to-Face Learning." *TopHat*, <u>tophat.com/glossary/f/face-to-face-learning/</u>.

² Nelson, Vicki. "What is College Block Schedule?" College Parent Central, 2021,

www.collegeparentcentral.com/2013/02/what-is-college-block-scheduling/ and adjusted to fit MBI's Block Schedule experience.

³ Moody's practice. Normally, extension sites are programs offered for students not regularly enrolled and often help in evenings or off-site locations. See <u>www.thefreedictionary.com/extension+course</u>.

⁴ Compiled from several definitions and adapted to Moody's practice. See <u>www.liberty.edu/online/intensives/</u> or <u>www.bestvalueschools.com/faq/what-is-january-term/</u>.

⁵ See "Lab Course." *TopHat*, <u>tophat.com/glossary/l/lab-course/</u>.

⁶ Moody's practice. See <u>forumea.org/wp-content/uploads/2014/10/Forum-2011-Glossary-v2.pdf</u> or <u>study.com/academy/lesson/what-is-study-abroad-definition-benefits.html</u> for additional insight.

⁷ All credit hour computations in this document adapted from "Credit Hour Compliance (CHC) Policy." *CSDev.NL.edu*, Fall 2018,

csdev.nl.edu/media/nlu/downloadable/accreditation/Credit%20Hour%20Compliance%20Policy%20(approved%20 FA18-posted%20FA19v2).docx

Standard (1:2)

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	30 hours	45
2	30 hours	60 hours	90
3	45 hours	90 hours	135
4	60 hours	120 hours	180

When a course is considered a Lab course, the credit hour calculation is figured at 1:3 - 1 hour of academic engagement with 3 hours of preparation. Lab courses are often 1-credit or a 4th credit associated with a 3-credit course.

Labs (1:3)

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	45 hours	60
2	30 hours	90 hours	120
3	45 hours	135 hours	180
4	60 hours	180 hours	240

2. Hybrid Course⁸ (CS code = HY)

Combination of face-to-face classroom instruction and online instruction as defined and determined by the instructor. Face-to-face time requirements will vary between hybrid courses and sections. Hybrid courses use multiple modes of instruction without being distinctly different periods of time or content. Variations could include instructor lecturing live students in one classroom with other students in a different location watching the lectures via video conferencing software such as Zoom, MS Teams, etc.

KEY: *Instructor/Institution* choice or instruction schedule (i.e., students attend in person once a week and live online twice a week).

• Credit hour calculation guidelines:

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	30 hours	45
2	30 hours	60 hours	90
3	45 hours	90 hours	135
4	60 hours	120 hours	180

- Variations include:
 - Modular Sessions.⁹ Face-to-face class lecture delivery provided in an intensive period with online pre- and/or post-work. Normally taught over a three-day period of time with a 1-hour lunch break (9 hours per day for 3 days = 27 hours) in 90-minute lectures, with 8-weeks of pre-work and 8-weeks of post-work (total time 17-weeks).

 ⁸ "What is a Hybrid Class?" Best Colleges, 2017, <u>www.bestcollegesonline.org/faq/what-is-a-hybrid-class/</u>.
⁹ Moody practice, but follows loosely other modular course definitions such as <u>www.bestcollegesonline.org/faq/what-is-a-hybrid-class/</u> or

<u>registrar.wisc.edu/modular/#:~:text=A%20modular%20is%20a%20course,the%20beginning%20of%20a%20term</u>. The key concept is adaptability based on course subject matter.

• Credit hour calculation guidelines:

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	30 hours	45
2	27 hours	63 hours	90
3	27 hours	108 hours	135
4	27 hours	153 hours	180

Online Modalities

In an online course all of the instruction is provided online and normally with no face-to-face classroom instruction required.

3. Online Asynchronous Course¹⁰ (CS code = OL)

8-week and 16-week scheduled online asynchronous courses.

- Taught 100% online with weekly assignments and asynchronous discussions.
- Course content delivered mainly through material (textbooks, articles, media, etc.) with optional enhancements using short, pre-recorded media.
- **No live interaction** between student and instructor, except through phone, IM, or conferencing software at the instructor's discretion.
- Reliance on LMS for all course interaction and grading.
- Variations include:
 - 8-week sessions (two offered per semester).
 - 16-week semester (designed in two distinct formats. 16-week "A" is an 8-week online course spread out over 16 weeks and 16-week "B" where the course is designed specifically with 16 full weeks. 16-B is most often used with language courses (Greek and Hebrew)).
 - Online self-paced (asynchronous shell used, but student works at own pace to complete within a 16-week semester). (*CS code* = SP) **NOTE:** This format experiences a higher failure rate due to students left "on their own" to submit work. Being phased out by Moody at this time.
- Credit hour calculation guidelines:

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	30 hours	45
2	30 hours	60 hours	90
3	45 hours	90 hours	135
4	60 hours	120 hours	180

Online Asynchronous (8-week* or 16-week**)

* Typical 3-credit course measured at six hours per week of Academic Engagement and twelve hours per week of Preparation.

** Typical 3-credit course measured at three hours per week of Academic Engagement and six hours per week of Preparation.

¹⁰ "Synchronous Learning vs. Asynchronous Learning in Online Education." *The Best Schools*, 11 Sept. 2020, <u>thebestschools.org/magazine/synchronous-vs-asynchronous-education/</u> and <u>en.wikipedia.org/wiki/Asynchronous_learning</u>.

4. Online Synchronous Course¹¹ (CS code = OS)

100% online course, but with scheduled live meeting times for lecture, discussion, or other instructor-led interaction.

- 100% online course, but with scheduled live meeting times for lecture, discussion, or other instructor-led interaction required.
- Use of online LMS for content, instruction, and interaction.
- Variations:
 - Normally taught over a 16-week semester with holiday breaks.
 - Can be taught over an 8-week session (two offered per semester).
- Credit hour calculation guidelines:

Online Synchronous (8-week)

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	30 hours	45
2	30 hours	60 hours	90
3	45 hours	90 hours	135
4	60 hours	120 hours	180

Online Synchronous (16-weeks)

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	30 hours	45
2	30 hours	60 hours	90
3	45 hours	90 hours	135
4	60 hours	120 hours	180

HyFlex Modality

5. HyFlex Course¹² (CS code = HX)

HyFlex is not two or three courses in one. It is a unique modality with options to attend F2F, [with at least one or both] synchronous concurrent [live], [and/]or asynchronous consecutive [recorded]¹³ with a "seamless engagement"¹⁴ for students. **Students decide how to participate** and can swap between these three options. Faculty must be versed in all three teaching methodologies to be able to handle all three simultaneously and be comfortable with classroom instruction (F2F), online synchronous (live,) as well as online asynchronous (recorded) instruction.¹⁵

KEY: *Student* choice (i.e., students attend in all or any of the modalities offered. Instructor/institution does not determine or regulate).

¹¹ Ibid.

¹² Beatty, Brian J. *Hybrid-Flexible Course Design: Implementing Student-directed Hybrid Classes*. EdTechBooks.org, 2019.

¹³ Irvine, Valerie. "The Landscape of Merging Modalities." *Educause Review*, Issue 4, 2020, p. 46.

¹⁴ "The HyFlex Course Model." 7 Things You Should Know About..., *Educause*, 2020, <u>library.educause.edu/-</u>/media/files/library/2020/7/eli7173.pdf.

¹⁵ Ibid.

The pandemic of 2020-21 caused many educational institutions to use a HyFlex approach, but further effort must be made to create a seamless integration between the teaching methodologies used to be a true HyFlex course. Each component needs to be created with a HyFlex design in mind and as such the textbooks, assignments, discussions, etc. all need to align individually. HyFlex is not simply live-streaming and recording of live course lectures,¹⁶ though classroom lecture is most often the way content is delivered in all three options. It is an intentionally-designed modality that incorporates three options for student engagement.

Since review of recorded classroom lectures are also required in the online asynchronous option, HyFlex cannot incorporate specifically-designed 8-week online asynchronous courses due to the design differences (andragogical, not pedagogical). Additionally, students in a HyFlex course must be enrolled in a single Canvas course for proper enrollment tracking and transcription.

- Specific time and place, specific time, or self-directed and all at the student's discretion.
- Course content delivered in real-time live and online sessions with recordings of real-time sessions for the asynchronous student (with FERPA and ADA concerns addressed).
- Live interaction available F2F and online synchronous; online asynchronous students participate in self-directed online discussions with instructor involvement.
- Class interaction conducted either through classroom Q&A, live chat, or online discussion boards.
- Use of online LMS varies depending on student, but must be thought through by instructor so the student experience is the same no matter the option selected.
- Instructor must create pathways for students to bounce back and forth between the three methodologies at their discretion and be versed in all three methodologies for teaching and engagement.
- All educational resources must be available online with students in any of the sessions being able to hear and be involved in classroom discussion either online or through "back channel" means.¹⁷
- Normally taught over a 16-week semester with holiday breaks.
- Credit hour calculation guidelines:

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	30 hours	45
2	30 hours	60 hours	90
3	45 hours	90 hours	135
4	60 hours	120 hours	180

Exception-Only/Special Modalities

6. Directed Study¹⁸ (CS code = DS)

A directed study course is an option available to students who, due to extenuating circumstances, are not able to meet program or graduation requirements within the regularly scheduled courses. Directed studies may only be used to meet requirements for a student's designated degree program. Students must request a directed study using the form for their respective program, available from the Office of Academic Records. Approved directed study forms must be submitted prior to the start of the requested session. Directed study requests will not be granted after the beginning of the session in which they are requested. All coursework must be submitted within the 16-week (fall or spring), 10-week (summer) semester, or designated non-standard term for Moody Aviation students.

• Directed studies can be done face-to-face or online.

¹⁶ Ibid.

¹⁷ Ibid.

¹⁸ Moody practice that somewhat aligns with definitions such as <u>en.wikipedia.org/wiki/Directed individual study</u>.

- Standard credit hour calculations will apply, but will need to be adjusted whether a student has direct contact with the instructor or is working independently.
- Credit hour calculation guidelines:

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	1-15 hours	30-44 hours	45
2	2-30 hours	60-88 hours	90
3	3-90 hours	45-132 hours	135
4	4-120 hours	60-176 hours	180

7. Dissertation/Thesis¹⁹ (CS code = TH)

A dissertation/thesis is a compilation of research that proves you are knowledgeable about the information learned throughout a graduate program. It is normally done one-on-one with a faculty advisor and no lecture component.

A thesis is most often assigned in masters work while a dissertation is at the doctoral level, but these terms can be used interchangeably.

• Credit hour calculation guidelines:

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	1 - 15 hours	30-44 hours	45
2	2-30 hours	60-88 hours	90
3	3-90 hours	45-132 hours	135
4	4-120 hours	60-176 hours	180

8. Independent Study (CS code = IS)

At Moody, these have been the specialized paper-based correspondence courses offered through Moody Online and have been phased out over the past several years in favor of online courses. While a couple still remain, these are no longer being offered or promoted and are *currently being phased out completely.*

9. Field Education (CS code = FE)

Practical hands-on educational experiences assigned through each student's program conducted with agencies/ministries that provide "in-vivo" experiences relevant to a student's academic program.²⁰ Done each semester according to program requirements. At Moody, Field Education courses carry the prefix "FE" before the course number.

• Credit hour calculation guidelines:

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	0 hours	45 hours	45
2	0 hours	90 hours	90
3	0 hours	135 hours	135
4	0 hours	180 hours	180

¹⁹ "What is the Difference Between a Thesis and a Dissertation?" 13 Nov. 2020, *Best Counseling Degrees*, <u>www.bestcounselingdegrees.net/resources/thesis-vs-dissertation/</u>.

²⁰ Olson-Morrison, Debra, et al. "Strengthening Field Education: An Integrated Model for Signature Pedagogy in Social Work." *Insight: A Journal of Scholarly Teaching*, vol. 14, 2019, pp. 58.

Credit Hour Compliance:

To ensure consistency, appropriate amount of content in courses related to the assigned credit hour unit regardless of modality or session format, and to align with Federal, State, and accreditation requirements, this policy will follow best practice, set expectations across academic schools, and define academic engagement and student preparation time for Moody.²¹

- Academic Engagement is a term to be used across all programs, modalities, and sessions to indicate any structured activity in which the instructor actively facilitates the learner. Often referred to as "seat time," "in-class time," or "direct instructional time," due to the various modalities being employed in education, this overarching term will be used across the spectrum.
- **Preparation** will be used to indicate time on task for assignments and other student work such as reading, outside study, etc. Often referred to as "homework," "study," or "out-of-class time."
- **Credit hour calculations** are done to comply with standard Carnegie Unit calculations. The standard chart shows expectations, but these expectations can vary based on the modality or session format being employed as long as the total hours comes out the same.

The Carnegie Unit establishes a 1:2 ratio: for every 1 hour of academic engagement the student is expected to engage in 2 hours of preparation. This can be adjusted based on the session format being employed as long as the Total Hours remains the goal.

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	30 hours	45
2	30 hours	60 hours	90
3	45 hours	90 hours	135
4	60 hours	120 hours	180

Standard (1:2)

Lab courses are established at a 1:3 ratio: for every 1 hour of academic engagement the student is to do 3 hours of preparation. For many sciences, this ratio is flipped to 3:1, but for Moody most labs will be at the 1:3 ratio.

Labs (1:3)

Credits Awarded	Required Academic Engagement	Required Preparation	Total Hours
1	15 hours	45 hours	60
2	30 hours	90 hours	120
3	45 hours	135 hours	180
4	60 hours	180 hours	240

Specific requirements may vary based on the modality of session type employed to deliver a course and will be listed with each modality. Course expectations with regard to academic engagement and

²¹ Adapted from "Credit Hour Compliance (CHC) Policy." *CSDev.NL.edu*, Fall 2018, <u>csdev.nl.edu/media/nlu/downloadable/accreditation/Credit%20Hour%20Compliance%20Policy%20(approved%20</u> <u>FA18-posted%20FA19v2).docx</u>

preparation may, of necessity, be adjusted as long as the Total Hours remain the goal for each credit hour of a course.

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