Process for Proposing to Teach a Course in Blended Modality

UMass Dartmouth offers in-person programs primarily at the Dartmouth campus and fully online programs through Online and Continuing Education. The primary teaching modality for in-person programs is fully face-to-face, nonetheless, since teaching via a blended modality can offer some distinct pedagogical advantages, some coursework may be offered in a hybrid or blended modality (defined as 25% to 75% of the class hours being in-person).

To schedule a blended modality course, the instructor will be asked to submit the information listed below to the department chair and to acknowledge acceptance of expectations concerning teaching in this modality. All steps of the approval process (see below) must be completed prior to the start of the registration period, including completion of Blended Teaching Certification, or the course will automatically default to face-to-face mode. No changes in modality will be allowed after the start of registration.

Although the specific mechanism for submission may vary from college to college, instructors proposing a blended course should submit the information listed below to the chair, and the chair should include this information when they submit course schedules to their dean's office:
1. A copy of the proposed syllabus and a specific pedagogical rationale for offering the course in a blended format. The rationale should include the justification for the course schedule and how this modality advances student learning outcomes. This rationale should also describe how the online time will still meet the Federal Credit Contact Hour requirement.
2. Detailed weekly meeting pattern denoting modality (e.g. M F2F, W Blended, F F2F). Additionally, specify whether the online activity is planned to be delivered synchronously or asynchronously.
3. List of other course(s) offered in fully face-to-face modality that a student could use to replace this course (e.g., alternative for a given University Studies category).
4. Documentation of completion of the Blended Teaching Certification through the UMass Dartmouth CITS Instructional Development team. [Start with an overview provided by the CITS Instructional Development site on Teaching Blended (includes upcoming training dates). At the bottom of this page are the options available for getting trained to teach blended; given the changes in best practices since the last time blended training was run on campus, everyone is starting afresh, requiring certification after 1/1/23, and then recertification every three years.
   Blended Training Options:
      1. **Register** for an upcoming certification course or workshop on blended teaching.
      2. **Submit a Blended Teaching Profile** to be considered for bypassing the blended training requirement **if** you have prior Blended teaching experience and a comparable certification.

The instructor must acknowledge the following expectations for the delivery of a blended course:
1. I will provide a full schedule delineating which classes are to be taught in person and which are to be taught online (including details of synchronous versus asynchronous sessions), and I will include the schedule in the syllabus at the start of the semester.

2. I understand that any departures from the modality schedule as published at the start of the registration period must be reported to the Chair, who will, in turn, report changes to the Dean.
3. Teaching a course in blended modality will not impact my on-campus presence, including the requirement for in-person office hours three days a week.