University of South Alabama
Policy on Course Formats
Revised January 2018

RATIONALE

As new technologies emerge, higher education faculty members are challenged to incorporate new instructional methods into their teaching. Although many courses continue to be offered in the traditional lecture format supported by technology (e.g., presentation software), other methods are gaining in popularity as both effective methods for delivering information and as powerful tools to support collaboration, independent research, and Internet-based instruction.

The following guidelines shall apply to any new course or existing course in which the method of delivery has changed significantly from that approved in the original curriculum proposal.

DEFINITIONS

No Web Component   A course with *no web component* is taught entirely face-to-face on campus or other approved site. A *no web component* course is designated Banner Instructional Method Type (NW) and has a traditional section number.

Relatively few classes will have no web component. Examples may include activity courses, theses, or certain field-based experiences.

Web-enhanced   A *web-enhanced* course is taught entirely face-to-face, but supplemented by online components delivered by a learning-management system formally approved by the Office of Academic Affairs. A course is deemed web-enhanced only if the online component of the course is not used to reduce class/laboratory/clinical time. A web-enhanced course may reduce direct contact hours to accommodate special circumstances when the course instructor is temporarily unavailable. It may not to be used to reduce contact hours every term or for every section of the course offered. A web-enhanced course is designated Banner Instructional Method Type (WE) and has a traditional section number.

Most classes at USA will have some web presence.

Blended   A *blended course* combines face-to-face instruction with significant electronic learning use that results in a reduction of the amount of in-class time. Typically, a blended course reduces seat time by at least 15%, but usually not more than 85%. A blended course is designated Banner Instructional Method Type (WB) and has a section number from 700 to 799.

Online   An *online course* is delivered principally via an online format approved by the Office of Academic Affairs. An online course is designated Banner Instructional Method Type (WO) and has a section number from 800 to 899.

An online course with on-campus components (e.g., examinations) should be so designated in a comment line in the Schedule of Classes.