

College of Letters and Science

Online and Hybrid Course Guidelines

Revised and approved by the College of Letters and Science Faculty Committee: May 12, 2010

Scope and purpose

The university's Online and Hybrid Course Guidelines take precedence, thus neither these College of Letters and Science (COLS) guidelines nor unit policies may contradict the university policy. Underlying this COLS policy are the following principles.

- The primacy of face-to-face delivery of courses is assumed (i.e., face-to-face is the traditional format but can include some online activities such as D2L).
- The expanding usage of online and hybrid course delivery, while likely to be increasingly important, particularly with certain departments and types of students, should be approached methodically and informed by ongoing evaluative activities.
- The unit bears primary responsibility for assuring the quality of online and hybrid courses.
- The quality of the courses and their learning objectives should not change simply because they are hybrid or online courses.
- Just as with any other COLS course, development, approval, review, assessment, and revision is the primary responsibility of the department and instructor.
- Online and hybrid delivery is relatively new on this campus, therefore this policy will be reviewed by the Faculty Committee 1 year after implementation.

Thus COLS departments which choose to develop such courses must develop a policy that establishes evaluation and approval procedures.

Included in the university's policy and thus not repeated here (nor in unit policies) are:

- Definitions of online, hybrid, and face-to-face courses
- Computer/software requirements, access, and notification of students
- Beginning and end dates for courses
- Required use of the official course management system
- Distribution and copyright of hybrid/online courses
- University technical and instructional support
- Cross-listing of courses

The university policy directs units to set their own policies regarding: compensation for teaching online, enrollment limits, course format, and required skills in the delivery of online and hybrid course content.

If any course meets graduation requirements outside the department (e.g., general education and cross-listed courses) approval for offering the course using an online or hybrid format must be granted by the Division.

Approval Process

Those departments that choose to develop online and hybrid courses should develop and submit departmental policy to the COLS Curriculum Committee, the COLS Faculty Committee, and COLS Dean for approval. In the first year of implementation committee review is advisory to the Dean, who will approve departmental policy. At a minimum the following should be included:

- Describe the course approval process for new online and hybrid courses and for adaptation of existing courses from traditional face-to-face to online and hybrid formats.
- Describe the peer and student evaluation processes.
- Describe required skills and training for delivery of hybrid and online courses.
- Describe how online and hybrid courses will be evaluated. At a minimum departments should evaluate (see qualitymatters.org for a description of the following):
 - Course overview and introduction
 - Learning objectives
 - Resources and materials
 - Learner interaction
 - Course technology
 - Learner support
 - Accessibility

The Faculty Committee will provide examples of departmental policies and other resources for evaluating courses upon request.

Policy for Proctored Examinations for Online COLS Courses*

Need for Proctored Examinations

COLS faculty are responsible for choosing the methods of evaluation of students in their courses. If they choose to require formal examinations for Online/Hybrid courses, the examinations should be proctored just as they would be for a course taken on campus. Supervised examinations ensure that all academic conduct regulations have been met, that all students face the same requirements, and that all credits and grades received by the student are acceptable to employers and academic institutions. Below are the acceptable methods of proctoring examinations for online COLS courses.

* Policy adapted from that of UW Colleges Online

Criteria for Designated Proctors

The **preferred option** for finding a proctor is to take all examinations at a testing center at an academic institution. Should that prove to be impossible, a student may choose someone other than from a testing center to proctor an examination. Students may choose from the list below, but proctors must be approved by the instructor of the course:

A qualified proctor normally is expected to have some professional experience as a teacher at the high-school level or above or to be employed as a proctor in a testing center at an academic institution. Students enrolled at a high school or college are expected to arrange for a proctor on the staff of that institution if at all possible. A certified librarian in a supervisory position may also serve as a proctor. Academic professionals are accustomed to this kind of request, and your nominee need not even be someone you know before making the request. A proctor, however, cannot be related to you, be a close friend, or be a student. An individual who personally supervises you at work or who is your coach will not usually be approved. An individual who meets one of the following criteria, and is not a relative or close friend, can proctor exams for UW Oshkosh online courses, but must be approved by the instructor.

Proctor Information

Students are responsible for finding their own proctor and submitting a proctor form by the end of the first week of classes. Faculty should remind students to give a copy of the form to the proctor and to keep a copy for themselves.

University of Wisconsin Oshkosh

Course: _____

PROCTOR APPROVAL FORM*

Semester: _____

Print this form. This form must be presented by the student to the proctor in person.

Submit this form to the professor of your online course.

Criteria for designated proctors (please check the appropriate category for the person named below):

- University or college faculty member
- K-12 teacher
- School administrator, school psychologist, or other school official
- Professional engineer or architect
- Professional librarian
- Medical doctor or dentist
- Certified public accountant (CPA)
- Lawyer or a police officer in an administrative position
- Military officer
- Official at an embassy or consulate
- UW-System testing center professional
- Other

Note: proctors may not be relatives, close personal friends, or other students.

All exams will be sent to the proctor's place of business.

* Adapted from UW Colleges Proctor Approval Form

To be completed by the STUDENT—Please print clearly or type:

Name _____

Address _____

City, State, Zip _____

Current Daytime phone _____

Note: Examinations will not be submitted to a proctor until the proctor has been approved.

To be completed by PROCTOR—Please print clearly or type AND check the appropriate category above:

Name _____

Title/Position _____

Institution/Business Name _____

Institution/Business Address _____

City, State, Zip _____

Daytime phone _____ Daytime Fax No. _____

E-mail _____

I have met the above named student, and I agree to proctor examinations for this student in accordance with the written directions provided by the instructor and the University of Wisconsin Oshkosh. I certify that the information on this form is true and complete, and **I am not a relative or close personal friend of the student named above, and that I am not a student.** I understand that inaccurate or misleading information may affect the student's academic status at the University of Wisconsin Oshkosh. I also agree to notify the instructor of the course immediately if any of the above information or circumstances change.

Proctor's Signature _____ Date _____

This information must be received by the end of the first full week of classes.

Please keep a copy of the form for your records, should questions arise.