Policy Title: Hybrid Teaching Policy

Approved by: Campus Director

Executive(s) Responsible: Academic Director

Administrator(s) Responsible: Academic Manager; Academic Assistant

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Background & Scope

The Canadian College of Technology and Business (CCTB) maintains strict policies regarding hybrid, blended, and online teaching methodologies. This allows us to maintain our objective of successfully training students for entry into the work force.

This policy applies to all current students and faculty members at CCTB.

Purpose of the Policy

This policy outlines the module requirements for hybrid course delivery at CCTB.

Policy Statement

In accordance with the *Student Attendance* Policy, students must attend a minimum of 60% throughout the program to graduate. Attendance includes face-to-face and online course delivery, as well as completion of quizzes, activities, and/or assignments in the Canvas LMS.

1. Hybrid Delivery Format

Hybrid course delivery consists of a combination of delivering classes face-to-face in a classroom setting and synchronously online through teleconferencing software. Each teaching day consists of five (5) synchronous teaching hours with one (1) hour of asynchronous learning delivered through Canvas LMS.

The learning activities that comprise asynchronous teaching hours are outlined below:

Asynchronous Learning Type	Acceptable Examples
Reading Materials (60 Mins)	Peer Reviewed Journal Articles, The Economist, Harvard Business Review and other high-quality resources.
Discussion Board (45-60 Mins)	Graded or Ungraded Chats for students to post, read and reply to build community. One posting with two replies is effective.
Case Studies (45-60 Mins)	Online simulation software or paper-based scenarios for critical thinking and meeting the weekly learning objective of the course.
Weekly Quizzes (30-45 Mins)	20-25 Questions to assess or challenge the student's comprehension level by using a variety of quantitative or qualitive questions.
Video Tutorials (30-45 Mins)	Ted Talks, Big Think, Dragons Den, Talks on Google & relevant Podcasts.

Definitions

Hybrid Delivery: is defined as offering face to face instruction and synchronous online activities through teleconferencing, with asynchronous activities supported by Canvas Learning Management Software (LMS).

Related Policies

Policy Name	Policy Number
Student Attendance Policy	

Document History

Date	Approval/Review/Key Change(s)