**Policy Title:** Distance, Combined, and In-class Teaching Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Senior Educational Administrator

**Administrator(s) Responsible:** Academic Manager; Academic Assistant

**Revision Date:** December 02, 2024

**Effective Date:** December 02, 2024

**Next Review Date:** December 31, 2026

**Institution Number:** 4119

## Background & Scope

The Canadian College of Technology and Business (CCTB) maintains strict policies regarding in-class, combined, and distance learning methodologies. This allows us to maintain our objective of successfully training students with an informed framework on course content delivery and ensuring teaching and learning effectiveness within programs.

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

## Purpose of the Policy

This policy defines in-class, combined, and distance course delivery at CCTB.

## Definition of Methodologies:

**In-class:** A teaching model where students attend and participate in in-class learning at the institution.

**Combined:** A teaching model where students attend classes both in-person and online.

**Distance:** A teaching model where students complete all learning online and remotely over the internet.

## Policy Statement

In accordance with the *Student Attendance Policy*, students must maintain a minimum of 60% attendance during their program to graduate. Attendance is assessed and attributed equally for in-class, combined, and distance classes

## 1. Course Delivery Format

CCTB implements course delivery within a program of study in the following ways:

| Component | In-Class | Combined | Distance |
|---|---|---|---|
| Facilitation | Students attend and participate in learning entirely in-person at the institution. | Students attend one in-person class per week and one online class per week, blending on-site and remote learning. | Students complete all learning remotely over the internet. |
| Asynchronous Learning (Consistent across all delivery methods) | Utilizes articles, journals, case studies, and other published content as directed by the instructor. | Utilizes articles, journals, case studies, and other published content as directed by the instructor. | Utilizes articles, journals, case studies, and other published content as directed by the instructor. |
| Teaching | Delivered fully in-person using presentations, video tutorials, whiteboards, and flipcharts. | Delivered through one in-person lecture; using in-class methodologies and one online session using teleconferencing tools, Learning Management System, and online resources. | Delivered fully online using teleconferencing software, Learning Management System, and online resources. |
| Discussion Board | Utilized at the instructor's discretion. Not typically required for in-class settings. | Utilized at the instructor's discretion. Learning Management System is used to create discussion posts and respond to peers. | Utilized at the instructor's discretion. Learning Management System is used to create discussion posts and respond to peers. |
| Case Studies | Conducted in-person using face-to-face interactions to foster critical thinking. | Conducted in-person or online, using breakout rooms and discussion boards as needed. | Conducted online with simulations and/or using breakout rooms and discussion boards as needed. |
| Assessments | Delivered in-class with graded components like knowledge checks, quizzes, participating in discussions and classroom activities. | Delivered in-class and/or online with graded components like knowledge checks, quizzes, participating in discussions and classroom activities. | Delivered fully online with graded components like knowledge checks, quizzes, participating in discussions and classroom activities. Additional assessments may be assigned at the discretion of the instructor. |
| Video Tutorials | Utilized at the instructor's discretion to facilitate | Utilized at the instructor's discretion to facilitate | Utilized at the instructor's discretion to facilitate |

| | learning and ensure understanding of content. | learning and ensure understanding of content. | learning and ensure understanding of content. |
|---|---|---|---|

Learning at CCTB:

The Canadian College of Technology and Business (CCTB) presently embraces a combined course delivery model to provide a dynamic and flexible learning experience. This model integrates the strengths of both in-person and online education, ensuring students receive a comprehensive and engaging academic experience.

Each course comprises two weekly classes. One class is delivered entirely in-person, allowing students to actively engage with instructors and peers through interactive discussions, collaborative activities, and hands-on learning within the classroom. The second class is conducted fully online, leveraging digital tools, the Learning Management System (Canvas), and resources such as live lectures, discussion boards, and multimedia content to support remote learning.

This balanced approach caters to diverse learning preferences while fostering adaptability, collaboration, and critical thinking. By combining traditional and modern teaching methods, CCTB ensures students are well-prepared to excel in their academic pursuits and professional careers.

**Related Policies**

| Policy Name | Policy Number |
|---|---|
| Student Attendance Policy | |

**Document History**

| Date | Approval/Review/Key Change(s) |
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