Passaic County Community College

Basic Standards for Hybrid Courses

A hybrid course is one in which some of the in-person course contact hours are replaced with required online activities completed at a distance and managed online. The combination of online contact hours and classroom/lab contact hours will equal the total course contact hours of an in-person section of the course.

The web-based and in-person components of the course are designed to interact pedagogically to take advantage of the best features of each.

1. The hybrid course must meet the college’s Basic Standards for Online Course Design.

2. The hybrid course requires students to participate in activities within the online environment which can be evaluated. The online portion must include measurable interactivity such as required participation in a discussion, completion of an activity such as a quiz based upon a video or reading, a group assignment, etc.

3. Verification of the online portion of the contact hours must be documented on an Online Course Verification form, using the estimated time equivalencies for various activities.

   Example: 3 credit course:
   • Class meets once per week for 1 hour, 15 minutes
   • Class participates in online activities and/or discussions equivalent to 1 hour, 15 minutes.
   • Homework: 6 hours per week

4. Course Syllabus:
   A. The course syllabus must clearly state:

   This is a hybrid learning course. This means that some of the course contact hours will be in-class sessions and some of the course contact hours will be online meetings, activities, and/or discussions in the online course site. For the online component students are evaluated by their participation and fulfillment of requirements and deadlines in the same manner as for class meetings.
B. The grading policy clearly specifies the percentage of the final grade awarded for online and face-to-face activities.

C. The syllabus must present a schedule of classroom sessions either by date or by pattern (e.g. This course will meet in the classroom every Monday from 10:20 – 11:35 AM).

5. Instructors of hybrid courses regularly make their presence known through communications visible to the entire class (discussion postings, announcements, etc.).

6. Dates and times of in-person sessions must be clearly stated in all course schedule and registration communications and materials.