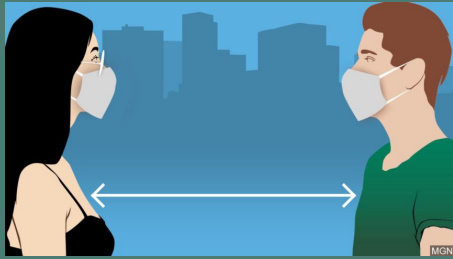


## FACE-TO-FACE

On-campus and in-person Meetings on scheduled day(s) and time(s) in a classroom.



Classroom settings with social distancing.

## HYBRID

Face-to-face, meeting at scheduled times, and online. The online component may meet synchronously /asynchronously.



Instructional content and activities will be indicated in the syllabus.

## ONLINE SYNCHRONOUS

Fully online synchronous course. All contact hours meet online scheduled on day(s) and time(s).



Available online technology, including but not limited to ZOOM via Blackboard.

## HYFLEX

Face-to-face and Online formats meet simultaneously on scheduled day(s) and time(s). Limited in-person seating in a classroom.



Students are required to contact the instructors about their preferences and limitations.

FALL  
2020

## MODES OF INSTRUCTION

Jointly prepared by the Office of the Provost  
and the Office of the Registrar



## ONLINE ASYNCHRONOUS

Fully online course. All contact hours meet online without any scheduled day(s) and time(s).



Students access the course online on their own schedule.

## ADDITIONAL INFORMATION

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19.

Blackboard is the NJCU's Learning Management System, accessed using your GothicID.

Students should contact their instructors/advisor (s) and review course syllabi.

In special cases, an online course may require in-class proctored exams.

Based on seat availability and classroom technology, the instructors coordinate in-class attendance. However, depending on the circumstances beyond our control, instructors may rearrange in-class attendance, instructional mode, and relevant activities.

## FALL 2020 MODES OF INSTRUCTION

MODES	FACE-TO-FACE (F-2-F)	HYFLEX	HYBRID	ONLINE- SYNCHRONOUS (Live) (Remote)	ONLINE - ASYNCHRONOUS (On-Demand)
<b>D E S C R I P T I O N</b>	On-campus and in-person Meetings on scheduled day(s) and time(s) in a classroom.	Face-to-face and Online formats meet <b>simultaneously</b> on scheduled day(s) and time(s).  Limited in-person seating in a classroom.  Online synchronous class meetings.	Face-to-face and Online formats.  Face-to-face component meets on scheduled day(s) and time(s) in a classroom. The online component may meet synchronously /asynchronously.  <i>Note: Some instructors may require in-classroom proctored exams. Deans' approval required, and only special cases will be granted</i>	Fully online synchronous course  <i>Exception: Some instructors may require in-classroom proctored exams. Deans' approval required, and only special cases will be granted.</i>	Fully online course.  <i>Exception: Some instructors may require in-classroom proctored exams. Deans' approval required, and only special cases will be granted.</i>
<b>WHERE</b>	Traditional classroom settings with social distancing.	Students choose to participate in either in-person or online settings. <b>Based on seat availability, the instructor will coordinate in-class attendance with students.</b>	Combination of in-class with social distancing and online settings.	All contact hours meet online scheduled on day(s) and time(s).	All contact hours meet online <b>without</b> any scheduled day(s) and time(s).
<b>WHEN</b>	Classes scheduled for set day(s) and time(s).	Classes scheduled for set day(s) and time(s).	Face-to-face component meets on scheduled day(s) and time(s) in a classroom. The online component of the class may be synchronous or asynchronous. <b>Instructional content and activities will be indicated in the syllabus.</b>	Meetings scheduled for the set day(s) and time(s).	Students access the course online on their own schedule.
<b>HOW</b>	In-person with the available classroom technology.	Limited in-person attendance on campus with synchronous live streaming using Hyflex technology via Blackboard.	In-person with the available classroom technology.  Available online technology, including but not limited to ZOOM via Blackboard.	Fully online course.  Available online technology, including but not limited to ZOOM via Blackboard.	Fully online course.  Available online technology, including but not limited to ZOOM via Blackboard.

<p><b>NOTES</b></p>	<p>This option is valid for courses held in labs and studios. Exceptions may apply, depending on the course requirements.</p> <p>Based on the recent Governor’s executive order (8/12/2020), students should have the option to take F2F courses online.</p>	<p><b>Students are required to contact the instructors about their preferences and limitations.</b></p> <p>Exceptions may apply, depending on the course requirements, and technical availability.</p>	<p>This option is valid for courses held in labs and studios.</p> <p>Exceptions may apply, depending on the course requirements.</p>		
<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>• <b>Social Distancing:</b> Social distancing should be practiced in combination with other <a href="#">everyday preventive actions</a> to reduce the spread of COVID-19, including <a href="#">wearing masks</a>, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds. Click <a href="#">CDC</a></li> <li>• NJCU will follow the <b>Governor’s Executive Order (8/12/2020)</b>.</li> <li>• <b>Blackboard</b> is the NJCU’s Learning Management System.</li> <li>• All instructors and students have access to Blackboard by using their GothicID.</li> <li>• Use your “<b>njcu email</b>” account and take the advance of available resources. (Click <a href="#">IT-Online Learning</a>)</li> <li>• Depending on the circumstances beyond our control, all classes may be delivered online.</li> </ul>				
<p><b>Additional Information to Instructors</b></p>	<p>Take advantage of a new course, “<b>The Fundamentals of Online Teaching.</b>” This online course is available to all instructors via Blackboard.</p> <p>Instructors, please contact</p> <ul style="list-style-type: none"> <li>• “Scheduling” (<a href="mailto:scheduling@njcu.edu">scheduling@njcu.edu</a>) for room availability and required technology</li> <li>• “Scheduling” (<a href="mailto:scheduling@njcu.edu">scheduling@njcu.edu</a>) if you require in-class proctored exams. <b>Deans’ approval required.</b></li> </ul> <p>Instructors, please specify</p> <ul style="list-style-type: none"> <li>• instructional content and nature of activities (synchronous or asynchronous) in the course syllabi.</li> <li>• in-class exam exceptions in the course syllabi. Only limited online courses with special circumstances /cases (e.g., lab, studio) will be granted to have in-class proctored exams. Please consider designing your exams accordingly.</li> </ul>				
<p><b>Additional Information to Students</b></p>	<ul style="list-style-type: none"> <li>• Students, please contact your instructors/advisor(s) and review your course syllabi.</li> <li>• Follow NJCU communications on COVID-19 (click <a href="#">here</a>)</li> <li>• <b>Based on seat availability and classroom technology, the instructors coordinate in-class attendance. However, depending on the circumstances beyond our control, your instructors may rearrange in-class attendance, instructional mode, and relevant activities.</b></li> <li>• In special cases, an online course may require in-class proctored exams. (click <a href="#">here</a> for the relevant policies and more)</li> <li>• Depending on the circumstances beyond our control, all classes may be delivered online. Your instructors will keep you informed by using your njcu email account.</li> </ul>				

(Jointly prepared by the Office of the Provost and the Office of the Registrar)

Updated: 12/11/20