

## **Definitions for Teaching Modes of Delivery in 2021-2022 at UTM**

This handout offers guidance regarding the different Teaching Modes of Delivery terms UTM is using at present; *often the same terms are used differently for different purposes*. Pages 1 and 2 are most relevant at the current time.

The terms are organized below into three groups based on the use of the terms.

- The first section considers the **delivery of an entire course**, given the approaches available in 2021-22. This perspective is typically the instructor's focus but also has important implications for students.
- The second section deals with course information entries in the UTM Timetable, explaining how the **delivery of course sections** will be shown there.
- The final section reviews how terms were used in past formal curriculum (UTM Calendar) course designations. We are not sure yet how these will change after 2021-22.

### **1. 2021-22 Course Planning: Pedagogical Teaching Modes for Entire Courses**

This section deals with delivery of an entire course; this is typically the instructor's focus. It is also the perspective by which students determine if they can take a course remotely, or if they must attend in-person for **any** aspect of the course. Therefore, the **overall** in-person vs. online distinction is a key aspect of each course.

*NOTE: Instructors teaching all modes of delivery may choose to tape their lectures and post them online for students to watch again, of course, regardless of course delivery designator.*

**A.) In-person course:** Both the instructor and the student are in the same physical location at the same time for the teaching and learning involved in the course components, usually on campus. While online components may be included as part of the course design, they do not constitute the majority of academic activities.

*In 2021-22, as in 2020-21, we are using the In-person ROSI designator to refer to any component of a course where the instructor and **all students** are present in the same place at the same time for any aspect of the course, even if it is only for an exam. See Section 2 below.*

**B.) Online ("remote-only") course:** All of the instructional interaction in all components of the course occurs without the student and instructor being in the same physical location.

*In 2021-22, as in 2020-21, we are using two ROSI designators for Online components of a course: Synchronous (SYNC) and Asynchronous (ASYNC). See Section 2 below for more details.*

**C.) Dual-Delivery course:** We are using this term for simultaneous delivery of a course both as fully in-person and as fully online. **All** aspects of the two parallel course sections/components must be available fully in-person and fully online, including lectures, tests, exams, and tutorial or practical options. That is, students must be able to take the entire course either entirely online or entirely in-person, so that students looking for either of these options are able to complete the entire course without any special accommodations.

We recognize that current conditions may make it difficult for **all** components of a course to be offered in both modes of delivery. Instructors should view this as an **ideal** approach to Dual Delivery offerings but one that may not be possible to carry out in full. This is completely acceptable in 2021-22. Please do consider the effects of your choices on students' ability to engage with your **entire** course, though, from both in-person and online learning perspectives.

The most common version of Dual Delivery involves the in-person lecture to students in the in-person section being simultaneously streamed online for an online synchronous section of the class. Alternatively, one Lecture (LEC) section could be online only and another Lecture section in-person only, as long as both sections form the same course. Typically, individual Tutorial (TUT) and Practical (PRA) sections are not live-streamed; rather, each TUT and PRA section is provided as either in-person or online, with the number of in-person vs. online TUT and PRA sections in proportion to the in-person vs. online Lecture enrollment counts. *Examples on p. 4.*

*(Online components of Dual Delivery courses could be delivered asynchronously online if the instructor so wished, with the in-person lecture taped but not streamed and posted online afterwards, but it is not common.)*

**D.) Rotational delivery:** This is a term recently adopted at UTM to refer to weekly in-person rotating attendance by cohorts, to allow all students in an in-person component of a class to have some in-person experience, even though there is not enough classroom space for all to attend every week, under the pandemic conditions. *Example on p. 4.*

By definition, rotational delivery includes in-person delivery; typically, it is part of a Dual-Delivery offering, so that a significant number of students are attending the class fully online, but those attending in-person are divided into rotating sections capped to fit the COVID room size (i.e., adhering to social distancing guidelines). Each section attends in-person on the weeks assigned to that section, while the other ‘in-person’ sections attend online. Thus, a larger proportion of students in the course can experience an in-person interaction with the instructor.

## **2. 2021-22 Course Planning: Timetable Mode of Delivery – Code terms for individual Course Components at U of T under pandemic conditions (2020-2021, 2021-2022 only)**

This second section focuses on the delivery mode entries in the UTM Timetable. These terms are applied to course components (individual LEC sections, TUT, PRA), not to entire courses.

**A.) In-person:** In-person attendance is required for all students for some portion of this class component, whether weekly delivery of lecture/tutorial/practical, or tests, or final exam. (In short, same place, same time.)

If a course will have a required in-person exam, even though all other aspects of course delivery are online, the course component must be coded as “In-person” on the Timetable.

*NOTE: This is a different definition of ‘in-person’ than used in Curriculum in the past; this ROSI Delivery Code use of INPER includes both the Curriculum definition of In-person and Hybrid in Section 3 below.*

**B.) Online Synchronous:** All aspects of the course component are delivered online (including tests/exam), but students and professor must attend at least some aspects of the course at the same time. (In short, different places, same time.)

Some lectures or other components may be posted online for asynchronous consumption if desired, but there is a **set day/time for the course** in the Timetable, which students are expected to keep free of other commitments in case the time is needed for a test, lecture, or other purpose. If there are entire components of the course that will be primarily delivered asynchronously throughout the term (e.g., lectures), instructors must indicate this on their syllabi for 2021-22.

At UTM, all online courses are by default considered to be **Online Synchronous**, to ensure that a specific time and day is set aside if needed for class use, class votes, avoiding conflicting scheduling of tests, etc. This is set policy due to serious conflicts arising in Fall 2020.

**C.) Online Asynchronous:** All aspects of all course components are delivered online (including tests/exam), and students are never required to attend any aspect of the course at a specific time. (In short, different places, different times.)

Due to oversights and issues in the past, this tag is being used only for very few courses at UTM.

Units may petition the Dean's office (Academic Planning & Policy) for use of this tag if they can demonstrate that all course aspects will be delivered without a time restriction, including all tests.

### **3. For Information: Past Curriculum-based course mode of delivery terms used at U of T.**

The final section is focused on the way terms have been used in formal Curriculum (UTM Calendar) course designations. *We are not sure yet how these will change after 2021-22, but hope to have more clarity soon.*

**A.) In-person course:** *This is the same as for Section 1:* Both the instructor and the student are in the same physical location at the same time for the teaching and learning involved in the course components, usually on campus. While online components may be included as part of the course design, they do not constitute the majority of academic activities.

An exact percentage has not been defined in the past, but based on the past definition of Hybrid below, instructors could theoretically have up to a third of course contact hours delivered in various remote ways as part of their teaching decisions, and still code the course as In-Person in the Calendar. *This approach may change after 2022.*

It is strongly recommended that such an approach be communicated to students in advance, as students usually expect course contact hours for in-person courses to be the minimum designated time for direct contact with teaching staff, under normal conditions.

**B.) Hybrid course:** Designed so that face-to-face teaching time is reduced, but not eliminated. At U of T, a course is considered to be hybrid if at least one-third of scheduled class time is replaced by online activities. Also called a 'blended' course. Students must be given clear guidelines in the syllabus about whether assessments will be in person vs. online.

Hybrid courses are often used in "Inverted Classroom" or 'flipped' teaching models, where traditional lectures are presented asynchronously, and course contact hours are used for active or hands-on learning, or completion of assignments with TA and instructor support present.

**NOTE: Hybrid is NOT the same thing as Dual Delivery!** *For true Hybrid courses, all students attend in-person for up to two-thirds of class time, and all students attend online for at least one-third of class time. In Dual Delivery, some students attend all aspects of the class in-person, and some students attend all aspects of the class online.*

**C.) Online ("fully online") course:** *This is the same as for Section 1:* All of the instructional interaction in all components of the course occurs without the student and instructor being in the same physical location.

Past definitions used in Curriculum coding have not specified Synchronous or Asynchronous at the Calendrical (Curricular) level.

## Examples of Course Delivery from 2020-2021 UTM Timetable

### Examples of Dual-Delivery courses

FSC330H5S - Best Practices in Forensic Science (SCI)												
▼ Course Details		▼ Enrolment Controls: AP										
Syllabus	Section	Instructor	Curr Enrl	Max Enrl	Wait List	Day	Start	End	Room	Delivery Mode	Notes	
	LEC0101	Woodall, K.	25	27	0	FR	09:00	12:00	IB 110	In-person	Online until Quercus notifications from instructor indicate resuming in-person.	
	LEC9101	Woodall, K.	53	53	0	FR	09:00	12:00		Online Synchronous		

*(Taught in Winter 2021)*

POL209H5F - Introduction to International Relations (SSc)												
▼ Course Details		▼ Enrolment Controls: AP										
Syllabus	Section	Instructor	Curr Enrl	Max Enrl	Wait List	Day	Start	End	Room	Delivery Mode	Notes	
	LEC0101		0	20	0	TU TH	13:00 13:00	15:00 15:00	IB 140 IB 140	In-person		
	LEC9101		0	30	0	TU TH	13:00 13:00	15:00 15:00		Online Synchronous		
	TUT9101		0	25	0	TU TH	15:00 15:00	16:00 16:00		Online Synchronous		
	TUT9102		0	25	0	TU TH	16:00 16:00	17:00 17:00		Online Synchronous		

*(To be delivered Summer 2021 – note this example is not a true Dual Delivery, since all TUT sections are online, but is an acceptable option for 2021-2022. An ideal Dual Delivery course might have one TUT section in-person with 20 students, and one TUT section online with 30 students, but the instructor/unit has chosen the modification shown here, in line with existing conditions and pedagogical needs.)*

### Examples of Rotation courses

This course was offered as Rotational Delivery, and is also an example of Dual Delivery.

FSC271H5F - Ethics and Professionalism in Forensic Science (SCI)												
▼ Course Details		▼ Enrolment Controls: AP										
Syllabus	Section	Instructor	Curr Enrl	Max Enrl	Wait List	Day	Start	End	Room	Delivery Mode	Notes	
	LEC9101	Woodall, K.	47	48	0	TH	17:00	20:00		Online Synchronous		
	LEC8101	Woodall, K.	15	16	0	TH	17:00	20:00	IB 110	In-person	Note Room Change	
	LEC8102	Woodall, K.	11	16	0	TH	17:00	20:00	IB 110	In-person	Note Room Change	

*Taught in Fall 2020*