

# Instructional Modes and Course Attributes

## Guiding Principles

- Use codes and attributes to enable accurate data reporting and tracking on the university scorecard.
- Self Service Carolina schedule should let students know when/where to be with a great deal of accuracy. For hybrid courses, regular schedules are always preferable to shifting schedules. Use exact dates in the Days portion of the course scheduler if needed (e.g. Saturday seminars, once-a-month courses, first two weeks/last two weeks courses). Explain unusual set-ups in the notes field. Notes can be provided for students.
- Use HyFlex instructional code for courses that provide all three modes of course delivery: face-to-face, virtual, and asynchronous.
- Confirm service learning, community engagement, and internships attributes with the Office of Service Learning and Community Engagement and/or the University College.
- Be judicious and accurate with “cross-listed” and “meets with” courses. See sample tracking form:

	CRN	Subject	Course	Section	# of Seats	Day(s):	
Course 1:						Time:	
Course 2:						Bldg/Room:	
Course 3:						Instructor Name:	
Course 4:						Instructor ID:	
				Total # of seats:	0		

Instructional Mode or Course Attribute	Self Service Carolina Code	Description	Example and Needs
Face-to-Face (Traditional)	TRAD	Course that is taught in a traditional face-to-face classroom setting.	Course meets in-person on Tuesday/Thursday in a classroom on campus.  Needs: Classroom.
Blended/Hybrid (Up to 49% web)	B3WEB	Course that is taught both face-to-face and online. 49% or less of the course is online. This may be used for “Saturday seminars,” courses that meet every other week, or courses that meet in blocks for one or two weeks with breaks between. List individual dates for courses with irregular schedules.	Course meets in-person on Monday/Wednesday and either: <ul style="list-style-type: none"> <li>• Meets online (synchronously) on Friday at the scheduled time; or</li> <li>• Provides equivalent asynchronous online instruction in lieu of a Friday meeting.</li> </ul>

Instructional Mode or Course Attribute	Self Service Carolina Code	Description	Example and Needs
			Needs: Classroom + significant Blackboard course resources.
Blended/Hybrid (50% or more web)	BWEB	Course that is taught both face-to-face and online. 50% or more of the course is online. This may be used for "Saturday seminars," courses that meet every other week, or courses that meet in blocks for one or two weeks with breaks between. List individual dates for courses with irregular schedules.	<p>Course meets in-person on Monday and either:</p> <ul style="list-style-type: none"> <li>• Meets online with synchronous instruction on Wednesday/Friday; or</li> <li>• Activities/assignments are completed asynchronously online by students in lieu of Wednesday/Friday meetings.</li> </ul> <p>Needs: Classroom + significant Blackboard course resources.</p>
100% Web Asynchronous	DWEB	<p>Course that is taught 100% online.</p> <p>Students complete activities &amp; assignments on their own time to meet course deadlines.</p>	<p>Students are provided assignments that must be completed by an established due date.</p> <p>Needs: Significant Blackboard course resources. List 8WEB Upstate in Location.</p>
100% Web Synchronous	DWEBS	<p>Course that is taught 100% online.</p> <p>Students are required to participate in online meetings/lectures at specific days and times.</p>	<p>Course meets online on Tuesday/Thursday.</p> <p>Needs: Computer with webcam and microphone + significant Blackboard course resources. List 8WEB Upstate in Location.</p>
100% Web Mix Asynchronous & Synchronous	DWEBM	<p>Course that is taught 100% online.</p> <p>Students are required to participate in online meetings/lectures at specific days and times and also complete activities &amp; assignments on their own time to meet course deadlines.</p>	<p>Course meets online on Monday. Students have additional online activities/assignments to complete on their own time by a specific due date.</p> <p>Needs: Computer with webcam and microphone + significant Blackboard course resources. List 8WEB Upstate in Location.</p>

Instructional Mode or Course Attribute	Self Service Carolina Code	Description	Example and Needs
Flexible Face-to-Face or Online	FLEX	<p>Course that is taught in a traditional face-to-face classroom setting but also livestreamed online and recorded (HyFlex Model).</p> <p>Students may choose to attend any given class session in-person, synchronously online (via livestream), or asynchronously online (via course recordings).</p>	<p>Course meets in-person on Tuesday/Thursday in a classroom on campus. The class is also livestreamed online and recorded.</p> <p>Needs: Classroom with webcam and microphone + significant Blackboard course resources.</p>
Active Learning	Upstate Active Learning	Courses taught by Active Learning (AL) Fellows or Engaged Pedagogy and Hybrid Course Design (EPHCD) Fellows using active learning course strategies.	<p>These courses may or may not be taught in an active learning classroom.</p> <p>Needs: Active Learning classroom, with or without webcam and microphone + completion of the Active Learning Workshop or Engaged Pedagogy and Hybrid Course Design Institute.</p>
Community Engaged	Upstate Comm Based Learning	<p>Course offerings that involve active engagement in the community where that engagement is expected to supplement and reinforce learning, (with a minimum of 4 community contact hours) may <a href="#">apply for the CE course certification</a>.</p>	<p>Students in a statistics class interact with community stakeholders connected to the data (ideally lecture &amp; discussion) and critically reflect on implications of the data.</p> <p>Needs: Certification by Office of Service Learning and Community Engagement (OSL/CE), possibly student waiver for field experience/travel.</p>
Honors Courses	Upstate Honors	Courses in the HONS sequence or other courses certified with an honors component, featuring creative engagement with academic work, use of high impact practices such as experiential learning, interdisciplinary approaches, and career relevance.	Needs: Certification by University College
Internship, Practicum, Clinical	Upstate Internship for	Courses with a project-based orientation and significant apprenticeship or experiential learning with a partner that are set	Needs: Internship contract and contract supplement, including workers compensation disclosure and Site Supervisor Letter for

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	internships.  Internship, Practicum, Clinical schedule type attribute tied to the course number.	up with an internship/cooperative, practicum, or clinical schedule type.	internships.  Program-related requirements for clinicals and practicums.
Palmetto College	Upstate Palmetto College	100% Web courses designated only for students with the Palmetto College attribute.	Courses required in online programs offered in association with the Palmetto College (PC) where academic units wish to guarantee seats are available for PC students. Often meets with a DWEB course.  Needs: Substantial Blackboard course materials + PC students.
Service Engaged Courses	Upstate Service Engaged	Courses that employ service to the community where that service is expected to supplement and reinforce learning (generally 4-14 hours) may <a href="#">apply for the SE course certification</a> .	Students in a statistics course conduct analysis of community data and report findings back in a format requested by the community member.  Needs: Certification by Office of Service Learning and Community Engagement (OSL/CE), possibly student waiver for field experience/travel.
Service Learning Courses	Upstate Service Learning	SL courses focus on synergies between academic content and service experiences through both instruction and deep reflection connecting service and content. The lessons students gain from service should be on equal standing as textbook and course discussion (generally 15-25 hours). Faculty may <a href="#">apply for the Service Learning course certification</a> .	Students in a statistics class work with community partners to gather, analyze, package data relevant to the discipline/course in a client/co-creator role; report back regularly; produce an agreed-upon final product.  Needs: Certification by Office of Service Learning and Community Engagement (OSL/CE), possibly student waiver for field experience/travel.