Tompkins Cortland Community College Hybrid Course Development
Campus Technology
Precepts and Guidelines

1. Instructors should begin the hybrid course development process no later than the start of the semester prior to the semester in which the new course will be offered. The first step in the process is to notify the Office of the Provost so that the course can be placed on the master schedule.

2. Instructors should submit the hybrid course syllabus to the Office of the Provost prior to the start of the semester in which the course will be offered.

3. Instructors should notify Technology Support about the technologies that will be used in the course so that support and training can be provided if needed.

4. Instructors should be familiar with basic literature on hybrid courses prior to the course development process.

5. During a hybrid course, instructors are expected to respond to students within 24 hours, and engage with students face to face at least once per week every week of the semester except for those weeks when specific group or defined student interactions are planned.

6. Instructors should spend time in their first class session explaining to students how the learning management system (LMS) and other technologies will be used in the course and should ensure that every student has access to the requisite technology.

7. Instructors must include the necessary course and contact information when developing hybrid courses. Contact Technology Support for information on course format and documentation.

8. Instructional design support is available for all instructors. An instructional designer will initially help you plan and design your course in the LMS. Ongoing support is provided throughout the semester.

9. All hybrid courses must be reviewed and approved by the Coordinator of Learning Technology Services before they are made available to students.

Campus Technology

Campus Technology provides reliable, secure, and energy efficient technology services in support of the learning, instruction, student success, and administrative needs of the College. Campus Technology explores and develops emerging technologies to provide students and staff with innovative well-designed technology services. Campus Technology strives to provide both reliable technology and excellent customer service.