PREPARING A COURSE IN HYBRID FORMAT
for summer and graduate programs

Faculty new to hybrid course development and teaching at UT are required to follow a
prescribed process to get a course approved for hybrid delivery. When a course has been
approved and will be taught in hybrid delivery format, it will be listed in the course schedule in
METHOD as HY. Currently, hybrid undergraduate courses can only be taught in the summer and
hybrid graduate courses only in approved graduate programs.

NOTE: ALL COURSES TAUGHT WITH SIGNIFICANT CONTENT DELIVERED ONLINE SO AS TO
EFFECTIVELY REDUCE THE IN-CLASS SEAT TIME REQUIRED OF STUDENTS, ARE CONSIDERED
‘HYBRID’ AND MUST HAVE PRIOR APPROVAL OF THE STANDING FACULTY HYBRID COURSE
REVIEW COMMITTEE (HCRC).

The process to follow is described below. If you have successfully completed UT’s New Teaching
Institute (NTI), you only need to complete step 1 below for each new hybrid course. If you have
not completed NTI, you need to complete steps 1 through 4.

1. Discuss your interest with your department chair or graduate program director.
   • For graduate level courses anticipated to be taught in fall or spring, discuss your interest
     with the graduate program director if hybrid is not already approved.
   • Summer schedules are due in the Office of Graduate and Continuing Studies (OGCS) in
     late October, so your department chair will need to know of your interest in offering a
     hybrid course when he/she prepares your department’s summer course schedule. You
     or your department chair may consult with Gary Simon, Director of Summer Academic
     Programs, gsimon@ut.edu 813/257-1764 regarding possible summer block scheduling
     options. Summer schedules go live for students to view on or about December 1 each
     year.
   • If you do not satisfactorily complete the hybrid course development, review, and
     approval from HCRC by the time students start registering for summer classes in late
     February, your course may be converted to a standard face-to-face course that you will
     be expected to teach in place of the hybrid format course.

2. If you have not previously completed UT’s New Teaching Institute (NTI), you must sign up
   and satisfactorily complete this training before delivering a hybrid course at UT.
   • The NTI is designed to provide the resources and collaborative environment in a hands-
     on format that will help you get your first hybrid course ready for peer review. NOTE:
     Courses should already be approved by the university’s Curriculum Committee. YOU
     MUST USE A COURSE IN NTI YOU PLAN TO TEACH.
- Contact Educational Technology edtech@ut.edu for scheduled NTI’s and to sign up. NTI’s have online and face-to-face (f2f) modules you are required to attend and satisfactorily complete. NTI’s are generally multi-discipline and cross college boundaries. A special NTI schedule can be arranged for new academic program development.
- EdTech will create for you a hybrid course shell for the course you plan to develop in hybrid format.
- You will be placed in the Blackboard NTI course, which is facilitated by the office of Educational Technology. This course has face-to-face (f2f) and online modules. You will be experiencing a hybrid course.
- At the end of NTI, your course will be 100% built out with at least 25% of the content in place and placeholders for the content not yet inserted.

3. Complete all the content for your course and submit it to the Hybrid Course Review Committee (HCRC); submittal information will be furnished at NTI. A faculty review team will be assigned to your course.
   - If for summer, the course must be submitted to the HCRC for review by March 1. Any requested revisions (if necessary) must be completed and submitted to the committee for final review and signoff by the end of March.
   - If for semester delivery, i.e. a graduate level course, you will want to coordinate with your department chair to ensure submission dates can be met.

4. Receive course approval from the HCRC.

For more information or clarification, contact Joy Harris in Educational Technology.