

PREPARING A COURSE IN HYBRID AND ONLINE FORMATS for summer and graduate programs

Faculty new to hybrid and online course development and teaching at UT are required to follow a prescribed process to get a course approved for hybrid or fully online delivery. When a course is approved and scheduled to be offered in one of these delivery formats, it will be listed in the course schedule METHOD as either Hybrid or Online. Currently, hybrid undergraduate courses may only be offered in the summer, MayTerm included, and Winter Intercession. Online and hybrid graduate courses may be offered in any term but only in approved graduate programs.



ALL COURSES TAUGHT WITH SIGNIFICANT CONTENT DELIVERED ONLINE SO AS TO EFFECTIVELY REDUCE IN-THE-CLASSROOM SEAT TIME REQUIRED OF STUDENTS, MUST HAVE PRIOR APPROVAL OF THE STANDING FACULTY ONLINE TEACHING & LEARNING COMMITTEE (OTLC).

The process to follow is described below. If you have successfully completed UT's New Teaching Institute (NTI), you not have to redo step 2.

1. Discuss your interest with your department chair or graduate program director.
 - For graduate level courses, discuss your interest with the graduate program director if the hybrid/online format is not already approved.
 - For summer class offerings, note that summer schedules are due in the Office of Graduate and Continuing Studies (OGCS) in mid-October. Therefore, your department chair will need to know of your interest in offering a hybrid or online course when preparing 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 summer block scheduling options. Summer schedules go live for students to view near the end of November each year.

If you do not satisfactorily complete the hybrid/online course development, review, and approval from OTCL by the time students start registering for summer classes in late February, your course may be converted to a full face-to-face course that you will be expected to teach in place of the hybrid/online delivery method.
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 or online course at UT.
 - The NTI is designed to provide the resources, training and collaborative environment in a hands-on format that will help you get your first hybrid/online course ready for peer review. YOU WILL DEVELOP A COURSE IN NTI YOU OR ANOTHER NTI GRADUATE PLANS TO TEACH. NOTE: Courses must already be approved by the University's Curriculum Committee.
 - Contact Ed Tech EdTech@ut.edu for scheduled NTI's and to [sign up](#).

- NTI's have online and face-to-face (f2f) components you are required to attend and satisfactorily complete. NTI's are generally multi-disciplinary and cross college boundaries, so you have the opportunity to interact with colleagues in other departments and colleges. Further information and scheduled NIT's, visit the [CTL website](#) or contact EdTech.
 - EdTech will create a hybrid/online course shell for the course you plan to develop, and you will develop your course in this shell during NTI.
 - 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 components, so you will actually have the hybrid course experience.
 - 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 Online Teaching & Learning Committee (OTLC)**; submittal information will be furnished at NTI. A faculty review team will be assigned to your course.
- If for summer, the OTLC will need time to complete its initial review by the end of February. 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 for the term in which the course will be offered.
4. Receive course approval from the OTLC. Note, hybrid and online method courses are reviewed by OTLC every three years for compliance with standards and practices established by the OTLC.

**For more information or clarification, contact Educational Technology:
EdTech@ut.edu 813-257-6333 or visit the offices in Plant Hall 222-224.**