**Converting an Existing Undergraduate English Courses to**

**Blended-On-ground (a.k.a. Web-Assisted) Format**

Scope

These guidelines apply to all undergraduate English courses that are not part of the MTSU General Education Program, including the following:

* ENGL 2500 – Intro to Creative Writing
* All 3000-level courses
* All 4000-level courses

University Requirements for Web-Assisted Courses

* Instruction is a combination of in-person and online. All in-person instruction occurs during the course’s scheduled days/times. A minimum of 50 percent of class sessions will meet in person.
* In Pipeline, these courses will have scheduled days/times and assigned classrooms. These courses are designated with an attribute of “Blended-On-ground Course.”
* Online course instruction will be asynchronous (i.e. no Zoom sessions).

English Department/Undergraduate Studies Expectations

A Blended-On-ground (a.k.a. Web-Assisted) course must offer similar amount and rigor of content as its conventional counterpart, merely in modified form.

Approval Process

An instructor who wishes to convert a conventional course to web-assisted format should submit a proposal to the Undergraduate Studies Committee that answers the following questions:

* What is the rationale for moving this course from conventional to blended-on-ground format?
* What amount of class instruction will be conducted in person?
* What activities will take place during in-person instruction?
* What technologies will be used to deliver course material for the blended (web-assisted) element of the course, and/or what activities will take place online? These may include (but are not limited to):
* Lecture notes, video lectures, power point presentations, or other materials posted to D2L
* Peer reviews or workshops conducted electronically, either via email exchanges or online discussion boards
* D2L quizzes and/or exams
* Instructor-mediated discussions of assigned material via D2L discussion boards

To ensure sufficient time for review, proposals should be submitted prior to the following deadlines:

November 1st For the next Summer and Fall semesters

March 1st For the next Spring semester

**Note:** Once a course has been approved for blended-on-ground (web-assisted) delivery by the Undergraduate Studies Committee, a faculty member is *not required* to submit a new proposal if they teach the course again in future semesters.

The Undergraduate Studies Committee will forward copies of all approved proposals to the Department Chair, who shall maintain a record of them for accreditation purposes.

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