

## INTERNET COURSE LISTINGS POLICY

Two types of courses that utilize the Internet have been identified by Ferris State University: Web-Based Mixed (WBM) and Fully Online. Instructors proposing to offer either WBM or Fully Online sections must have these courses approved in advance. The approval should involve the first level of administration above the instructor (for example, a Department Head or a Director, hereinafter referred to as the Department Representative), and/or the Dean of the College and/or his/her designee. To protect both the University and the faculty member from unnecessary liability, all WBM and Fully Online courses must be conducted through the University's learning management system (LMS). Faculty may offer students additional resources, such as supplemental videos, video conferencing tools, publisher content, etc., but these resources should be provided either through a link or directly integrated through the LMS so that students access them through the LMS. Any exceptions, such as courses offered directly through another site, must be approved in writing by the Dean of the College. E-mail correspondence with students should be conducted through the Ferris email system or through the LMS email system (which can be integrated with the Ferris system).

### Types of Internet Courses

To clarify what distinguishes the two types of Internet-related courses identified by Ferris, characteristics of each are provided below.

#### Web-Based Mixed Delivery:

- Access to and participation in the web course activities is required; a learner cannot be a productive member of the class and meet course objectives without regular web access.
- Face-to-face meetings are retained but are scheduled with reduced frequency than the class would meet in a fully face-to-face section.
- Much of the course content, student learning, and other aspects of the course are facilitated through peer-to-peer, group, and instructor-to-student discussion, collaboration, and presentation.

#### Fully Online:

- Face-to-face meetings no longer occur, but the course can be delivered online either synchronously or asynchronously.
- All student-to-student, student-to-instructor, and student-to-content interaction takes place via the web course tools.