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# Hybrid Learning Delivery Policy

**Policy ID:** 2-225

**Approved by:** Vice President, Operations

**Executive(s) Responsible:** Assistant Vice President, Academic

**Administrator(s) Responsible:** Academic Director; Program Lead; Student Services

**Revision Date:** August 13<sup>th</sup>, 2024

**Effective Date:** October 1<sup>st</sup>, 2024

**Next Review Date:** October 1<sup>st</sup>, 2025

## Background and Scope

The Ontario Institute for Health and Innovation (OIHI) is committed to providing a high-quality hybrid educational experience for students.

Hybrid programs offer a combination of online experience and in-person experience. These programs use online-synchronous (live virtual faculty led class) and/or online asynchronous (online - self-paced without faculty present) mediums to deliver program content. Some programs do not offer asynchronous delivery modes due to the nature of their discipline or relevant industry regulations and expectations.

This policy applies to all students and employees involved in any of OIHI's programs and operations, including any collaborative programs or operations.

## Purpose of the Policy

This policy outlines the responsibilities of OIHI's staff and students in online or hybrid learning, including the technological requirements to participate in hybrid learning.



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## Definitions

**Hybrid Learning:** is an educational model that combines in-person learning with online synchronous and/or asynchronous delivery methods. Some programs cannot be delivered asynchronously (for example, PSW).

**LMS:** is a learning management system that OIHI utilizes to deliver online portions of the Hybrid Learning model.

**Canvas:** Canvas is a web-based learning management system. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement. Canvas includes a variety of customizable course creation and management tools, course and user analytics and statistics, and internal communication tools.

## Policy Statements

1. The course modules, information and assignments and other elements must adhere to a consistent format in clear and precise language.
  - 1.1. Course information, requirements and mode of delivery must be stated clearly and included in the student contract.
  - 1.2. Assignments should be built into the online course environment in advance with descriptions, instructions, rubrics and due dates.
2. Faculty must participate in mandatory training related to teaching in a hybrid environment prior to delivering hybrid learning.
3. Students will receive specific training materials on how to engage most successfully in online or hybrid learning environments.
4. Synchronous online sessions should adhere to the same active learning principles as in-person instruction.
  - 4.1. Online learning should incorporate frequent learning activities, active discussions, virtual breakout rooms, visual elements and other pedagogical strategies to maintain student engagement.



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5. Students are expected to adhere to the Student's Code of Conduct while participating in online learning environments.
  - 5.1. Students must respect each other and the faculty in the virtual classroom as they would in- person.
6. Students must use the email address provided by OIHI at all times when engaging in hybrid learning.
  - 6.1. Students are not to share any credentials provided to them by OIHI with anyone under any circumstance.
7. Students will not allow anyone other than themselves to participate in lessons or evaluations on their behalf.
8. OIHI reserves the right to verify a student's identity periodically during online or hybrid learning. Please refer to the Visual Confirmation Policy for more information regarding this verification.
9. Students, faculty and staff must be able to access electronic devices meeting the minimum technical requirements necessary to participate in hybrid learning.
10. The technological requirements necessary to successfully participate in hybrid learning include:
  - A home or office desktop or laptop computer with a high-speed internet connection.
    - **If a student has a PC:**
      - Windows XP, Vista, 7, 8, 8.1, 10 are compatible operating systems.
      - Web browsers supported include Firefox, Chrome, Internet Explorer 10 or higher.
    - **If a student has an Apple Mac:**
      - Compatible operating system include OS X
      - Web browsers supported include Firefox, Chrome, or Safari
      - Word-processing software
      - Functioning camera
      - Functioning microphone



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- 10.1.** All students of OIHI have access to computer labs on campus, but availability cannot be guaranteed, and some program software may not be available on all open access computers.
  - 10.1.1.** Ample computers, software and other technological requirements necessary for the completion of standard, discipline-specific examinations will be provided by OIHI (NACC PSW final exam, for example).
- 10.2.** Use of a mobile phone or tablet to participate in the hybrid program will not be permitted due to the platforms being incompatible with those devices.
- 11.** Learning platforms and technology licenses purchased to support hybrid learning is managed by the IT department.
- 12.** Both OIHI faculty and students can consult the members of the Student Services Team to obtain support on matters related to the platforms and tools involved in hybrid learning. Should students experience any technical issues with one of the platforms, they can contact the Student IT Help Desk for support at [helpdesk@myoihi.ca](mailto:helpdesk@myoihi.ca)
  - 12.1.** Each student will have access to tutorials available via Canvas to prepare them for the hybrid learning model and its unique opportunities and challenges.
- 13.** OIHI's Privacy Policy outlines the data we collect under specific circumstances including hybrid learning environments.
- 14.** Refunds, expulsions, complaints and other academic policies apply in the same manner to online or hybrid learning environments just as they do to in-person instruction unless otherwise stated.



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## Related Legislation

- Personal Information Protection and Electronic Documents Act (PIPEDA)
- Ontario Career Colleges Act, 2005

## Related Policies

Policy Name	Policy Number
Academic Integrity Policy	<b>2-201</b>
Visual Confirmation Policy	<b>2-227</b>