

Seaver College Online or Hybrid Course Review Process

The following steps must be completed in order to teach a hybrid or online course at Seaver College.

1. Complete the Faculty Professional Development training program offered by the Pepperdine University Information Technology department.
2. Prepare a complete course syllabus. The course syllabus must include all required information (<http://seaver.pepperdine.edu/dean/faculty/sac/Seaver%20College%20Course%20Syllabus%20Requirements.pdf>) and must also include the following:
 - a. Overview of all hybrid and online course activities with detailed information or links to all support documents/materials.
 - b. Online communication guidelines noting expectations for use of all technology tools.
 - c. Participation expectations.
 - d. Compliance with the credit hour policy.
 - i. To comply with the University's credit hour policy, students must be engaged in 45 hours of faculty instruction or out-of-class work for each credit hour of a course. For a 3-unit course, students must be engaged in 135 hours of faculty instruction or out-of-class work. A four unit course requires 180 hours of faculty instruction or out-of-class work.
 - ii. The syllabus must detail:
 1. The number of hours in which the student will be engaged direct or indirect faculty instruction.
 2. The number of hours in which the student will be engaged in out-of-class work.
 - e. Technology requirements for the student.
 - f. Technology support contact information.
3. Prepare at least one exemplar course session.
4. Complete and submit the Online or Hybrid Course Review Form, syllabus and exemplar course session(s) to Seaver Academic Council.