Course Delivery Guidelines by Presentation Method

	In-Person	Fuzion	LiveOnline	BARTonline
Description	Students and instructors meet within the same physical space at the specified course meeting time	Students and instructors meet during specified course meeting time with a portion of students meeting in-person and a portion meeting via zoom	Students and instructors meet online via Zoom during specified course meeting time	Fully online course that students complete via Canvas course shells without scheduled course meeting dates or times.
Course meeting Schedule	As printed in Barton Scheduling Matrix/Course Bulletin Faculty are expected to hold class sessions during their scheduled class periods.	As printed in Barton Scheduling Matrix/Course Bulletin Faculty are expected to hold class sessions during their scheduled class periods. Instructors may record lectures for publication in course shell – but recorded lectures may not replace scheduled course meetings unless used for approved faculty absence.	As printed in Barton Scheduling Matrix/Course Bulletin Faculty are expected to hold class sessions during their scheduled class periods.	No regular meeting schedule – Asynchronous delivery
Course meeting Location	As printed in Barton Scheduling Matrix/Course Bulletin. Social Distancing guidelines will be maintained.	Instructor and designated students will meet in the classroom as printed in Barton Scheduling Matrix/Course Bulletin. Remaining students will remotely attend via Zoom. Requirements to visually participate via Zoom must be expressed in Course Syllabus	Instructor will present course from preferred location via Zoom. All students will attend remotely via Zoom. Requirements to visually participate via Zoom must be expressed in Course Syllabus	
Course Outline/Schedul	Published in course syllabus. Test dates and major assignment due dates should be published within course outline.	Published in course syllabus, Canvas modules should follow published course outline. Test dates and major assignment due dates should be published within course outline and Canvas course shell	Published in course syllabus, and Canvas modules must follow published course outline. Test dates and major assignment due dates should be published within course outline and Canvas course shell.	Published in Course syllabus and in compliance with BARTonline Canvas Course Rubric.

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Test-Taking Policies	As designated by instructor for course – in the classroom, through course shell, in the testing center, etc.	As designated by instructor for the course, test taking policies and practices must be clearly communicated in course syllabus – including requirements of online proctoring when applicable. Instructors must consider equity in test presentation between in-person students and remote students.	As designated by instructor for the course, test taking policies and practices must be clearly communicated in course syllabus – including requirements of online proctoring when applicable.	As designated by instructor for the course, and in compliance with BARTonline Canvas Course Rubric, test taking policies and practices must be clearly communicated in course syllabus – including requirements of online proctoring.
Communication with Students	Preferred communication method should be published in course syllabus Section II. May occur in the classroom, course shell, during office hours, etc.	Office hours will be published in Course Syllabus and will include time availability, preferred method of communication and/or meeting space (in person or remote). Two hours of remote availability per week are encouraged. All email correspondence from student should be answered within 48 hours.	Office hours will be published in Course Syllabus and will include time availability, preferred method of communication and/or meeting space (in person or remote). All email correspondence from student should be answered within 48 hours.	As published in course syllabus and in compliance with BARTonline Canvas Course Rubric.
Assignment Submission	Assignment submission can vary by assignment and should be clearly communicated for each submission.	Method of assignment submissions should be published in course syllabus. Instructors must create plan for submission of all assignments that considers remote-student capabilities – consider the "how" of small, in-class assignments.	Method of assignment submissions should be published in course syllabus.	Method of assignment submission should be published in course syllabus and fulfill BARTonline Canvas Course Rubric requirements.