

**Tompkins Cortland Community College Hybrid Course Development**  
Campus Technology  
Precepts and Guidelines

1. Instructors should begin the hybrid course development process no later than the start of the semester prior to the semester in which the new course will be offered. The first step in the process is to notify the Office of the Provost so that the course can be placed on the master schedule.
2. Instructors should submit the hybrid course syllabus to the Office of the Provost prior to the start of the semester in which the course will be offered.
3. Instructors should notify [Technology Support](#) about the technologies that will be used in the course so that support and training can be provided if needed.
4. Instructors should be familiar with basic literature on hybrid courses prior to the course development process.
5. During a hybrid course, instructors are expected to respond to students within 24 hours, and

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throughout the semester.

Ongoing support is provided

9. All hybrid courses must be reviewed and approved by the Coordinator of Learning Technology Services before they are made available to students.