

## Guidelines on the Conduct of Asynchronous Classes

- I. The mode of delivery (onsite, online synchronous, online asynchronous) is determined based on the Teaching-Learning Activity (TLA) of the lesson, topic, and learning outcomes.
- II. Tri-X mode will be utilized if the TLA is lecture/discussion. There should be at least two Tri-X classes every week, e.g., MW for MWF and TTh for TThS. Friday (F) or Saturday (S) classes can be held either face-to-face, synchronously, or asynchronously. For classes held once a week, Tri-X will be implemented on the scheduled class meetings.
- III. For classes held asynchronously, the following guidelines must be observed.
  - a. Asynchronous sessions must be indicated in the course syllabi.
  - b. Faculty members shall upload learning materials, e.g., slides, recordings, task mechanics, reading materials, in the respective learning management system of the class.
  - c. Students may access/answer uploaded learning materials during their class schedule or at their preferred time at their convenience. All student outputs must be submitted through the submission link in Blackboard. Works submitted through any other means will not be entertained, corrected, or graded by the faculty member.
  - d. Students may consult their teachers about topics on the uploaded materials not clear to them during their class schedule or the faculty member's consultation hours.
  - e. Faculty members must be available and are expected to answer students' queries about the uploaded materials in real time during their class schedule and their consultation hours.
  - f. A delay in the faculty member's reply should be expected once the query is made outside the course class hours or faculty member's consultation hours.
- IV. Online asynchronous sessions shall not be used as a replacement for online synchronous or tri-x sessions. If a faculty member will not be able to attend online synchronous or tri-x sessions, the dean or department chairperson should be informed to assign a substitute or make-up sessions for the missed online synchronous or tri-x classes shall be held. If the faculty member wishes to hold make-up classes, FM-AA-11-00 shall be filled-out and submitted to Academic Affairs Office for attendance monitoring. In case substitute teachers were assigned, FM-AA-12-01 shall be used.
- V. Students are expected to respect the faculty members' private time by not sending queries and/or messages late in the evening, or during holidays and wee hours. It is encouraged that inquiry, sending messages are done during class period and faculty members' consultation time.