

1. CLASS FORMATS

1. For Students Studying On- Campus

- 1.1. Each course is divided in **fifteen lessons** - lessons 1 to 15, covering both taught sessions and assessment periods. **Weekly lesson consists of:**
 - i. **60 minutes** of lecture.
 - ii. **60 minutes** of discussion based on pre-selected reading.
 - iii. **30 minutes** of supervised reading and analysis – term research task.
 - iv. **60 minutes of independent pre-selected** reading, writing and case analysis. (Create your independent reading roster with the Academic Advisor at the start of the semester).

- 1.2. *Accounting and Mathematics toned courses use the following formats:*
 - I. **120 minutes** of lecture and tutorial.
 - II. **30 minutes** of lecturer facilitated problem-solving session, and
 - v. **120 minutes of independent pre-selected** reading and assignments. (Create your independent reading roster with the Academic Advisor at the start of the semester).

- 1.3. The lecturer/tutor may use combinations of any three of the following methods:
 - Seminar,
 - Group presentations,
 - Workshops,
 - Case study,
 - Quizzes,
 - Guest speakers and
 - Discussions to get active participation of students.

- 1.4. Students will be assigned materials in advance to prepare for class activities.

- 1.5. Students will be allowed to present problems encountered in research for discussion in the case analysis period – the final 30 minutes of class.

2. For Students Studying Live Online

- 1.1. Each course is divided in fifteen lessons - lessons 1 to 15, covering both taught sessions and assessment periods. Each taught lesson consists of the following format on a **weekly schedule**:
 - I. 60 minutes of timetabled and live class via Skype.
 - II. 15 minutes of facilitative and support session to discuss the term paper – students are encouraged to present problems encountered specific to research, writing and analysis.
 - III. 150 minutes of independent pre-selected reading, writing and case analysis. (Create your independent reading roster with the Academic Advisor at the start of the semester).

- 1.2. *Online Accounting and Mathematics toned courses use the following formats:*
 - i. 90 minutes of timetabled and live class taught via Skype.
 - ii. 15 minutes of facilitative and support session to discuss the term paper – students are encouraged to present problems encountered specific to research, writing and analysis.
 - iii. 175 minutes of independent reading and assignments. (Create your independent reading roster with the Academic Advisor at the start of the semester).

- 1.3. The lecturer/tutor use combinations of the following methods:
 - Group presentations
 - Case Study
 - Guest Speakers
 - Discussions to get active participation of students.

- 2.1. Students will be assigned materials in advance to prepare for the weekly class discussions.

- 2.2. Students will be allowed to present problems encountered in research for discussion in the case analysis period – the final 15 minutes of class.

3. For Students studying from our Satellite locations using the blended approach: Mix of Face – Face and Distant Learning.

Face – Face (F2F)

- 3.1. 60 minutes of lecture.
- 3.2. 30 minutes of supervised reading and analysis – term research task.

Live Online

- 3.3. 30 minutes X 4 monthly timetabled group session with the Academic Advisor to discuss learning goals and learning outcomes (Skype Calls). **This session is OPTIONAL and only if you have Skype. Some discussions MAY be facilitated via Facebook Video. This is at the discretion of the Advisor.**

Independent

- 3.4. 240 minutes of independent pre-selected reading, writing and case analysis. (Create your independent reading roster with the Academic Advisor at the start of the semester).
- 3.5. *Accounting and Mathematics toned courses use the following formats:*

Face – Face (F2F)

- 3.6. 120 minutes of lecture.
- 3.7. 30 minutes of supervised reading and analysis – term research task.

Live Online

- 3.8. 20 minutes X 3 weekly timetabled group session with the Academic Advisor to discuss learning goals and learning outcomes (Skype Calls). **This session is OPTIONAL and only if you have Skype. Some discussions MAY be facilitated via Facebook Video. This is at the discretion of the Advisor.**

Independent

- 3.9. 240 minutes of independent pre-selected reading and problem-solving. (Create your independent reading roster with the Academic Advisor at the start of the semester).

4. LEARNING RESOURCES AND ACCESS

Students please note the distinction between on-campus students, online students and distant learners to appreciate the different requirements and penalties outlined below:

- 4.1. Each course lecturer designs the lesson resources and posts to iTutor on a weekly basis.
- 4.2. In-class, online and distant learners do the same exact weekly course work.

Colbourne iTutor is a distant learning portal that provides all Colbourne students access to lecture notes, quizzes, videos and power point lessons 24 hours a day. Students connect on iTutor. iTutor provides a forum for all Colbourne Students to study for exams, have open discussions, and connect to discuss weekly lessons and group assignments . This is a moderated environment hosted by the Student Services Office. **Students who use this forum for any other purpose will immediately be dropped from the course and denied access.**

5. ATTENDANCE

For Students studying on-campus and on-line

- 5.1. You are expected to attend class every meeting, arrive on time, and remain until class is over.
- 5.2. If you arrive for class late on the day of a quiz you will not be allowed extra time. Missing an exam or quiz - you will receive a grade of zero.
- 5.3. If you will miss a class for an acceptable reason, make arrangements for 'special considerations' with the Student Services Officer before the class is scheduled.

- 5.4. Acceptable excuses for absences on assignment due dates or examination dates will only include a death in your immediate family, jury duty, and severe illness.
- 5.5. You are responsible for providing documentation of your excuse and completing and submitting online the Special Considerations Form for approval.
- 5.6. A student may be dropped from a course, when, in the opinion of the lecturer/tutor and the Academic Advisor, repeated absence indicates that the fulfillment of the course work requirements is not being attempted.
- 5.7. Attendance is taken at the beginning of each class meeting – both online and in-class. Late coming can be disturbing to the class in progress. Students must be punctual for all classes. Students who are tardy for three times will receive an equivalence of absence.
- 5.8. Students attending classes On-campus must attend no less than 8 lectures for the semester,

For Students Studying Distant Learning

- 5.9. You are required to attend the face 2 face tutorials or alternately attend and participate in the **iTutor support sessions for directed learning as timetabled**. This session is conducted by your Academic Advisor.
- 5.10. All of above conditions are applicable to both On-campus and Distant learners excluding 5.8.
- 5.11. Students may not alternate between modals without permission until the start of a new semester when you may change to online, in-class or distant learning.