



### General Guidelines on the Conduct of Home-Based Alternative Learning Modalities (HBALMs), SY 2020-2021

In light of recent events, the College of Humanities and Sciences will be applying the following strategies to ensure the quality of teaching and learning through Home-Based Alternative Learning Modalities. In particular, the following will be implemented:

#### General Guidelines

1. Students and faculty members must have a device and internet connection at home.
2. Faculty members must have knowledge on how to use the Learning Management System or have undergone series of trainings on the use of Blackboard LMS and other platforms.
3. Students must be oriented and trained on the use of Blackboard LMS and other platforms.
4. Course syllabi must be designed for alternative learning system.
5. Safety measures and precautions will be observed at all times both on-campus and off-campus.

#### Conduct of Classes

1. Classes are conducted using synchronous and asynchronous learning.
  - a. **Synchronous learning** is a type of learning where students are conducting classes or accomplishing an activity at the same time.
  - b. **Asynchronous learning** is a used to describe learning and instruction that do not occur at the same time or at the same place.
  - c. **Blended learning is** a style of education in which students learn via electronic and on-line media as well as traditional face-to-face teaching.

#### A. Lecture Classes

##### *General Education and Professional Courses*

1. Lecture classes will be conducted on-line via the institution's LMS. The following will be applied:
  - a. Lecture handouts, PowerPoint presentation, podcast-style recordings, and/or pre-recorded videos will be posted on the institution's LMS site.
  - b. Live on-line sessions will be held at least once a week for consultations, solving practice problems, etc. via Blackboard Collaborate.
  - c. Live sessions will be recorded for the benefit of students experiencing connectivity issues.
  - d. Attendance to live sessions is not part of a student's over-all grade. However, a student must inform the subject professor of the reason for not joining the live sessions.





### B. Laboratory Classes

#### *Professional Courses*

1. For laboratory classes, prelab lectures will be held 100% on-line. At least 30% of the laboratory experiments will be conducted via virtual laboratory simulations.
2. Live on-line sessions will be held at least once a week for consultations, pre-lab discussion, post-lab discussion, etc. via Blackboard Collaborate.
3. Attendance to live sessions is not part of a student's over-all grade. However, a student must inform the subject professor of the reason for not joining the live sessions.
4. Live sessions will be recorded for the benefit of students experiencing connectivity issues.
5. Experiments that will require hands-on experience will be administered as follows:
  - a. Only half the capacity of a lab room will be occupied by students. Thus, the class will be divided into batches and will have a scheduled lab rotation.
  - b. Students will perform lab experiments individually in an effort to practice physical distancing.

#### *General Education Courses*

1. Laboratory experiment manuals/handouts, laboratory reports template, and pre-recorded videos on the conduct of experiments will be posted on the institution's LMS site.
2. Live on-line sessions will be held at least once a week for consultations, pre-lab discussion, post-lab discussion, etc. via Blackboard Collaborate.
3. Live sessions will be recorded for the benefit of students experiencing connectivity issues.
4. Attendance to live sessions is not part of a student's over-all grade. However, a student must inform the subject professor of the reason for not joining the live sessions.
5. Experiments that will require hands-on experience will be administered as follows:
  - a. Only half the capacity of a lab room will be occupied by students. Thus, the class will be divided into batches and will have a scheduled lab rotation.
  - b. Students will perform lab experiments individually in an effort to practice physical distancing.

### Assessment and Other Course Requirements

Student assessments and requirements will be announced at least a week prior to its deadline. The following will be implemented:

#### *General Education Courses*

1. Short quizzes and long examinations will be administered on-line via the institution's LMS site.
2. Navigation method in answering the on-line quiz is sequential and set to one attempt.
3. Short quiz is to be given at least one week after the discussion.





4. A duration of one day is given to students in answering the quiz. This is for the benefit of students experiencing connectivity issues.
5. Long examination/Major exams are given during the assigned schedule. The duration depends on the type of exam or difficulty of questions. For sciences, two hours is given to accomplish the exam, while one and a half hour for humanities courses. The subject faculty must be on-line on the assigned time of examination. This is to ensure that all concerns will be addressed properly.
6. Final output/projects will be submitted on-line.

### Professional Courses

1. Major exams (long exams, midterms, finals) will be administered on-campus. Students will sit at least 1 seat apart during these exams. Each section may occupy two classrooms to ensure physical distancing is practiced. A proctor will be present in each room to ensure the integrity of the examination.
2. Short quizzes will be administered on-line via the institution's LMS site.
3. Navigation method in answering the on-line quiz is sequential and set to one attempt. Additional restrictions (such as lockdown browser) may be set by the instructor to ensure the integrity of the assessment.
4. Final output projects will be submitted on-line. The use of on-line resources, such as *in silico* approaches will be employed to execute the goals of the project.

### Thesis Requirements

1. A mix of wet lab experiments and *in silico* approach may be employed, if not 100% *in silico* approach.
2. The use of the laboratory space and equipment for wet experiments will be on a reservation basis to ensure that physical distancing will be observed. Approval of the Laboratory Head must be obtained prior to performing lab experiments.
3. Thesis presentations and defense will be conducted via Blackboard Collaborate.

### Practicum Requirements

1. Students will be deployed to companies that follow safety protocols on the new normal.
2. Should deployment to companies be disallowed by CHED, the following tasks, but not limited to, will be required of the students:
  - a. Analyze and process raw data provided
  - b. Write Standard Operating Procedures (SOP) for various methods
  - c. Write a Certificate of Analysis based on data provided





### Instructional Materials/Books

1. Copy of e-book will be sent to students thru email by the book supplier once the students are enrolled in the course.
2. Textbook and other printed modules/handouts will be delivered to students via courier once the students are enrolled in the course.

### Monitoring of Students Performance

1. Mentoring program will be implemented to monitor the progress of the students and to assist the students with their academic career. The following will be the guidelines:
  - a. Mentors will meet with their assigned students at least once per grading period.
  - b. Mentoring sessions will be recorded via Blackboard Collaborate.
  - c. Mentors will submit a report of their meeting to the Program Director for documentation purposes.
  - d. Any at-risk cases will be reported immediately to the Vice Dean and Program Director.

### Monitoring of Online Classes

1. To ensure the quality of teaching, instructors will be required to submit a weekly report of on-line activity.

\*\*\*These guidelines will be reviewed and revised at the end of each term/semester until the best teaching-learning approach is achieved.

Endorsed:

  
**Engr. Eduardo B. Tibayan, Jr. MSc, PhD**  
*Dean*

Approved:

  
**Juanito O. Cabanias, LPT, PhD**  
*Vice Chancellor for Academics*





# DE LA SALLE MEDICAL AND HEALTH SCIENCES INSTITUTE

DLSMHSI is a CHED Autonomous HEI and an  
Associate Member of Asean University Network - Quality Assurance

## ACADEMICS COLLEGE OF HUMANITIES AND SCIENCES

