



GUIDELINES IN THE IMPLEMENTATION OF THE HOME-BASED ALTERNATIVE LEARNING MODALITIES (HBALMs)

Introduction

The COVID 19 pandemic definitely affects all aspects of life of the people. Movement is limited, activities are cancelled, routines are broken, and the traditional classroom set-up for teaching and learning has been suspended indefinitely. The academic community was shaken by this and was confronted with the need to develop a framework that will deliver the required program learning outcomes of the students. Being true to its commitment to deliver quality instruction, De La Salle Medical and Health Sciences Institute embarks on the use of Home-Based Alternative Learning Modalities (HBALMs). This is a strategy wherein classes will be delivered on-line. With the aid of the Learning Management System (LMS) of the Institute, the discussions of the concepts in a course may be done by a professor on-line in which the students in this particular class can participate in. This, however, will need a reliable internet connection and electronic gadgets from both the professors and the students. HBALM will also include the use of non-electronic strategies such as the use of printed guides, hand-outs and modules for self-study, among others.

The “new normal” in nursing education is expected to continue until the end of 2020. The classes for the mid -year term on June and July 2020 will be done purely on-line and classes for the first semester of SY 2020-2021 will use the blended approach. The first part of the first semester will be done purely on-line while the last part can be done face-to-face as soon as it is allowed. Demonstrations, return demonstrations and clinical simulations in the laboratories may be done on a scheduled basis. Related Learning Experiences (RLE) or rotations in communities and hospitals may also be done once it is allowed and the safety of the students is ensured.

On-line classes are done through video conferencing and on-line discussions. Learning materials and videos are uploaded for the students to download and review prior to a scheduled on-line class. On-line discussions follow which are actually not meant to provide full discussion of the topic, rather, to explain and emphasize difficult topics/salient points, provide a venue for clarifications and facilitate group discussions. Classes may be synchronous (with real time discussion) or asynchronous using discussion boards and forums.

On-line assessments are also done to evaluate the achievement of the course learning outcomes. This includes post assignment quizzes (PAQ's), post tests, unit exams, term exams, case studies, small group discussion (SGD) outputs, accomplished activity sheets/worksheets, and practical exams.

The College of Nursing, in its effort to fully implement the HBALMs, has developed these guidelines in its implementation. This will help the professors, the students as well as their parents to be aware of the expectations set in using this modality.





GENERAL GUIDELINES

1. The students are required to access the appropriate LMS platform (iLS.Cloud) for the on-line education courses for which they are registered.
2. The course syllabus must be given to the students before the start of the on-line course.
3. All synchronous on-line discussions will start with a reading of Lasallian Guiding Principles (LGP) and an opening prayer.
4. Everyone is expected to practice proper decorum at all times.
5. Announcements from the Level Chairs and Course Professors will be posted either on their LMS through Blackboard or on other official platforms.
6. Everyone is enjoined to observe the established schedule and Faculty in charge will communicate changes as necessary.
7. A synchronous on-line discussion should have a 15-minute break after a two-hour session. However, several sessions may be scheduled within the day as needed, depending on the class schedule.
8. Learning materials will be uploaded prior to the scheduled time of discussion.
9. In case the servers remain busy, overloaded or there are internet connection issues, the students may opt to request their professor/s to send the learning materials through their emails.
10. Everyone is expected to maintain intellectual honesty in taking on-line quizzes, examinations and other assessments.
11. Unauthorized screen capture of any posted materials and examinations as well as video recording of on-line sessions is prohibited.
12. Selected on-line activities will be recorded by the faculty concerned for documentation purposes.

ON VIDEO CONFERENCING

During video conferencing, the students are expected to:

1. open their camera for purposes of identification and/or recognition;
2. use their full names on screen as participants;
3. follow the prescribed dress code;
4. turn off their microphones while listening to the professor/ lecturer and co-participants;
5. use the chat box and raise hand if questions will be asked and wait to be acknowledged by the professor
6. attend the scheduled sessions regularly and punctually;
7. inform their professor/s two (2) hours before the start of the class if they will not be able to attend the on-line discussion; and
8. limit their movements and focus their full attention on the on-line discussion.

ON ON-LINE QUIZZES

1. On-line quizzes are expected to be posted after a scheduled session.
2. Availability dates and time for the quiz will be set.
3. Buffer will be provided for students; one minute per item and additional 5 minutes buffer.





4. No two or more quizzes will be given at the same time.
5. A maximum of 2 quizzes may be given per day within the course period at a time scheduled by the faculty.
6. For technical concerns when taking the quiz, the student will inform the faculty in charge immediately and provide a proof (screen shot or video) of the problem encountered.
7. A special quiz may be given to a student who has missed a quiz provided that proper coordination with the faculty in charge is done within 24 hours from the schedule of the quiz. Otherwise, the student automatically gets a rating of zero (0%) for the quiz.

ON MAJOR EXAMS

1. Students should take the scheduled term examination.
2. A 100-item term examination will be taken for two hours.
3. In case of absence during on-line term examinations, the students or their parents/guardians may make a sick call or send a letter or a medical certificate via email to the faculty member concerned as soon as possible.
4. The same guidelines as taking of on-line quizzes will be followed.

SUBMISSION OF REQUIREMENT/S

1. Students should complete and submit their requirements on the schedule/deadline announced by the faculty in charge.
2. If the students fail to submit on the given deadline, there will be a deduction of 5 points from the total raw score/day unless not specified in the rubric.

Note: Review guidelines set in the Student Handbook (Submission of requirements)

GUIDELINES FOR FACULTY MEMBERS IN THE CONDUCT OF ON-LINE CLASSES

In the conduct of on-line classes, the faculty members are expected to:

1. make sure that the course is enrolled in the LMS (iLS.Cloud);
2. log-in 15 minutes ahead of the scheduled on-line class;
3. provide learning materials such as ppt presentations, reading assignments, handouts, videos, worksheets, activity guides and the like, to the students prior to the on-line classes;
4. be ready with the assignments to be shared with the students like a list of questions related to the topic, etc.;
5. provide students with all the instructions required for the on-line class to run smoothly and productively;
6. check the attendance of the students;
7. encourage active participation among the students during the on-line classes by giving merits;
8. provide recorded copy to students of selected on-line activity for review purposes only;
9. give quizzes with a minimum of 15 to a maximum of 30 items;
10. provide feedback with regard to the performance of the students; and
11. get feedback from the students about the concept discussed.





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Associate Member of Asean University Network - Quality Assurance

ACADEMICS COLLEGE OF NURSING

CN College Council_05.29.2020

Endorsed:

06-02-2020

Restituta C. Tan, PhD, RM, RN, RGC
Dean

Approved:

Juanito O. Cabanias, LPT, PhD. 06-02-20
Vice Chancellor for Academics

