

Appendix A: GC Flex Course Syllabus Inclusions

VPA Protocol 16

Effective Date: December 17, 2021; May 9, 2022

Purpose

This document outlines important key messages for faculty to include in their GC Flex course syllabus. As a best practice, faculty are encouraged to post and review this information with students.

GC Flex format

This course will be delivered in a Hybrid-Flexible format, also known as GC Flex. You decide whether to attend class:

- on campus, in person
- online, at the same time
- online later, at your convenience

You can switch your way of learning any time, giving you ultimate freedom and flexibility to participate in a way that suits your lifestyle.

[See minimum technical requirements for participation.](#)

To participate in a GC Flex course, ensure you have access to:

- Reliable, high-speed internet
- Laptop with camera and microphone, or a personal device (phone, tablet, etc.) with camera, headphones and microphone
- MS Teams app installed on device (laptop, phone, tablet, etc.) is preferred; however, the web version of Teams can be accessed when needed through the [student portal](#)

Student attendance

In a GC Flex course, you have the freedom to decide how you want to engage with the class on any given day. Weekly class times and on-campus classrooms are scheduled in the same manner as traditional courses, but you may choose to attend a scheduled face-to-face class on campus one week and attend virtually online through the class Teams meeting the next. Alternatively, you may choose to access course content online any time through course modules for some, or all of the semester. However you decide to learn, handing in course work according to the schedule outlined in the course syllabus and on Blackboard is mandatory.

In the event no students show up physically to class, faculty will still deliver the learning activity as planned, allowing those who choose to connect virtually to participate.

Ways to participate

Participation mode	Description	What to expect
On campus, in person	Similar to traditional classroom learning, you may attend class in-person. Your faculty will be physically present in our GC Flex classroom, which is equipped with special technology to allow students to log in and attend class from other locations. In-person attendees may interact with classmates who are attending class online. Course content, lectures and learning activities may be recorded.	<p>Because students have full choice, the number of attendees may vary from session to session.</p> <p>To participate in class activities, we recommend you bring a personal device (laptop, phone, tablet, etc.) with headphones and a microphone that can connect to the Teams meeting so you'll be able to interact with online participants if needed.</p>
Online, at the same time (synchronous)	For a variety of reasons, you may wish to attend a scheduled class virtually. GC Flex technology allows registered students the opportunity to log in to a live classroom session through the MS Teams platform. Virtual students can actively participate in the learning experience by listening to the lecture and can also engage in classroom discussions. Faculty have the ability to create virtual breakout rooms, allowing for small group learning activities throughout the live session. Course content, lectures and learning activities may be recorded.	<p>If you choose to join a live classroom session virtually, log in with the provided link. Ensure you can connect to class.</p> <p>If you have difficulty connecting, contact IT Support at 705.728.1968, ext. 1732. Your faculty can't help with connection issues and class will progress as scheduled. You'll have the opportunity to review the recorded session on Blackboard and access to any materials that may be missed during that time.</p>
Online, later at your convenience (asynchronous)	If you prefer to control the time, place and pace of your learning, you may choose to follow along with this course fully online. Weekly learning and assignments will be posted on Blackboard. You'll have access to class recordings.	<p>This option gives you the greatest flexibility, but it also comes with the most responsibility.</p> <p>If you choose not to attend a live class, it's up to you to keep up with the weekly learning activities online. All requirements will be posted on Blackboard and you're expected to complete</p>

		your assignments by the due dates posted.
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Notice of recording

To support access to course content, lectures and learning activities may be recorded and the links to these resources posted in Blackboard. Please reference [Policy AD-023 Virtual Lecture and Other Educational Activity Recordings Involving Students](#).

Faculty attendance

In the rare event your faculty can't attend class in-person, due to an unforeseen event, there are two options with a GC Flex format:

- a) You'll be sent an email and/or Blackboard announcement cancelling the synchronous class and you can refer to the asynchronous content in the weekly learning folder. If you're already on campus, you may use the classroom for group work or quiet study.
- b) You'll be sent an email and/or Blackboard announcement to attend class virtually. If you're on campus, you may use the GC Flex classroom to attend and log in for virtual learning using your laptop. If you're attending virtually, log in in as usual.

[Expectations for success](#)

The GC Flex form of delivery offers many benefits for students. To be successful, you're expected to understand your responsibilities for choosing the learning mode that works best for you, ensuring you're able to connect remotely, complete all course work as outlined on the syllabus, and check Blackboard regularly for updates.