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|   | <b>FLEXIBLE LEARNING APPROACH PRIMER</b> |                    |                                   |

## **FLEXIBLE LEARNING APPROACH PRIMER**

### **I. INTRODUCTION**

In pursuit of perfection, the University of Baguio (UB) is committed to providing balanced quality education by nurturing academic excellence, relevant social skills and ethical values in a fun learning environment. Dedicated to its mission of educating individuals to be empowered professionals in the global community, UB encourages continued learning in whatever form. It commits itself to upholding the values of competence, integrity, and service as it works to transcend the delivery of education beyond the physical classes traditionally held inside the classroom.

UB recognizes the challenges brought about by the COVID-19 pandemic, one of which is the continuity of learning. The UB academic council and management have been regularly meeting and coordinating virtually in the past months, building out scenarios for what campus life could look like over the next several months and how the campus can reopen as safely as possible. The plans cover a range of possible schemes, from a slightly modified traditional semester, to a blend of smaller classes and continued online-based learning, and gatherings that are limited in size.


Bearing in mind the safety and welfare of its students and employees, including visitors, the University of Baguio will carry out opportunities for students and instructors to engage in a new way of learning and teaching this upcoming academic year. With such opportunities, the greater use of online options is anticipated. Specifically, UB is employing the Flexible Learning Approach, which seeks to maximize safety while ensuring that quality learning and education continue to take place.

Flexible Learning System involves a combination of online learning and modular approach. It involves coursework through modules which are delivered through the Web, e-mail and message boards that are posted on online fora and available learning packets for students.

In particular, UB will be using Canvas in the conduct of its online-based classes. Other platforms such as Zoom and G Suite for Education will also be utilized for other academic and non-academic activities to aid online classes.

Transitioning to the “new normal,” an average or strong Internet connection and the necessary gadgets and devices are needed to access the learning management system and comply with online requirements. In this connection, UB has come up with an e-learning device loan scheme, which aims to support students to be able to access online-based classes. If the student has the capability to purchase the needed learning gadget bundle in cash, discounts are likewise available.

With the Flexible Learning System, all students regardless of their internet connectivity concerns are accommodated, thus clustered as online or offline or

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modular. For students who are outside Baguio City or who opt to study from home, the Flexible Learning System affords them the chance to attend the classes. In addition, since lesson notes, discussion documents and other reading materials will be stored in online platforms, students will be able to access these documents with ease whenever they need them. More importantly, students learn self-discipline, proper time management, and independence, as well as resilience.


UB's goal is to reduce the number of people on campus in order to slow, if not halt, the potential transmission of the coronavirus and protect vulnerable populations from exposure.

Ultimately, UB is committed to ensuring that—however it is delivered—the proud tradition of a quality UB education continues.

## **DEFINITION OF TERMS**

The following terms are defined according to how they are referred to in this primer.

|                           |  |
|---------------------------|--|
| <b>Competency</b>         | A general term that describes the desired knowledge, skills, and behaviors of a student completing a course. Competencies commonly define the applied skills and knowledge that enable people to successfully perform in professional, educational, and other life contexts. (Gosselin, n.d.)  |
| <b>Consultation Time</b>  | It is the time allotted for students to accomplish and submit class activities and other requirements, consult their respective subject teacher for concerns regarding the course, lectures, and other academic matters and for teachers to respond to student concerns and queries  |
| <b>Curriculum Review</b>  | It is a critical examination of academic programs for the purpose of optimizing student learning experience led collaboratively by academic staff who teach within the program. It is a process used to ensure the alignment of standards and competencies within the grade level (horizontal articulation) and next grade level (vertical articulation). (University of Calgary, n.d.)  |
| <b>Distance education</b> | A mode of educational delivery whereby teacher and learner are geographically separated and instruction is delivered through materials and methods using communication technologies, and supported by organization and administrative structures and arrangements. The delivery medium is typically online but can be by print-based modules or by mobile phone. ( <a href="https://ched.gov.ph/wp-content/uploads/2017/10/PSG.pdf">https://ched.gov.ph/wp-content/uploads/2017/10/PSG.pdf</a> ) |

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### **Flexible Learning**

A term that describes a learning design perspective deeply rooted in the needs of students, with the main objective being to provide them with the most flexibility about the learning content, schedules, access, and learning styles as possible. A flexible learning design customizes learning environments to meet the needs of learners, using both technological and non-technological tools. (Thomas, 2009)

Flexible learning involves a combination of online learning and modular approach. It includes coursework through modules which are delivered through the Web, e-mail and message boards that are posted on online forums and available learning packets for students.

### **Google Classroom**

A free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments. This classroom is specifically created for the offline or modular students.

**GROOMING STANDARDS** – is the combination of style and discipline. It is to project an image of organization’s culture and ethics to our esteemed costumers which is our guests. It also enhances the personality of employee, character of an organization and value of the company. (<https://hotel-management.binus.ac.id/>)

**GROOMING PROTOCOLS** – The formal system of rules in grooming to be followed during synchronous classes


### **Home-based learning**

It provides an opportunity to leverage the use of information-communication technology to enable students to experience an alternative form of teaching and learning. Lesson packages are prepared by faculty members and uploaded online for the students to access from home. (<http://www.hci.edu.sg/advantage/a-global-academy/home-based-learning>)

### **Horizontal Articulation**

It is the scope and integration of curricular contents from different knowledge domains within a particular grade level (horizontal articulation or balance to develop integration between subjects, disciplines or knowledge domains). (“Vertical and Horizontal Articulation,” n.d.)

**Learning Management System (LMS)** It refers to a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology courses or training. (“What is Learning Management System (LMS),” n.d.)

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**Learning Module**

It is a tool that provides course materials in a logical, sequential order, guiding students through the content and assessments in the order specified by the instructor. (“Learning Modules,” 2013)

A learning module may be designed for online and offline distant learning.

**Online Learning**

It is a form of distance education in which a course or program is intentionally designed in advance to be delivered fully online. Faculty use pedagogical strategies for instruction, student engagement, and assessment that are specific to learning in a virtual environment. (“Online Learning for Beginners,” 2016)

**Online Learning Platform**

It refers to an integrated set of interactive online services that provides the teachers, learners, parents and others involved in education with information, tools and resources to support and enhance educational delivery and management. (“E-learning Platform Definition,” n.d.)

Canvas is the official online learning platform used by the University of Baguio. This is accessible via the students’ Gmail accounts (@s.ubaguio.edu)

**Single sign-on (SSO)**

It is an authentication method that enables users to securely authenticate with multiple applications and websites by using just one set of credentials.

**SIS Import**


It is a that feature allows admin users to upload and integrate data from various Student Information Systems (SIS), complex databases, and even simple spreadsheets as comma separated value (CSV) files. Admins can use this feature to create users, accounts, courses, enrollments, logins, and more.

**Sub-accounts**

Organizational units within Canvas. Every instance of Canvas has the potential to contain a hierarchy of accounts and sub-accounts but starts out with just one account (referred to as the root account). Accounts include subaccounts, courses, and sections, all of which can be added manually in Canvas, via the API, or via SIS imports.

**Synchronous and Asynchronous Learning**

These are modes of online learning. Synchronous learning is the kind of learning that happens in real time, usually via video conferencing. Asynchronous learning happens on the student’s schedule. (“Synchronous Learning vs. Asynchronous Learning in Online Education,” 2018)

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Synchronous learning involves online learning activities which students can do on their own and at their own pace, within a reasonable time frame. Asynchronous learning activities require minimal real-time interaction between the teacher and the students but provide students opportunities to communicate or consult with their teachers as needed.

### **Vertical Articulation**

It is an organization of contents according to the sequence and continuity of learning within a given knowledge domain or subject over time (Vertical articulation to improve coherence) (“Vertical and Horizontal Articulation,” n.d.)

## **II. FLEXIBLE LEARNING FEATURES**


### **A. GUIDELINES FOR STUDENTS**

Students are allowed to enroll regardless of the status of their Internet connectivity, as follows:

- a. With connectivity - Students who have stable Internet access, mobile devices, and other related resources at home
- b. With limited connectivity - Students who have irregular Internet access but have at least a mobile device with messaging capability at home
- c. Without connectivity - Students who do not have Internet access, mobile devices and other related resources at home

#### **1. FOR ONLINE STUDENTS:**

- 1.1 For students who have average or strong Internet connection and a laptop or desktop computer, they may opt to do the classes online.
- 1.2 They can access the Learning Management System (LMS) for the uploaded modules, instructions, requirements, consultation, and submission of outputs, as well as download or open learning materials and take assessments.
- 1.3 Students are responsible in printing the respective modules should they deem necessary.
- 1.4 Only those students who availed of the online scheme shall be included in the official Class Facebook GC.
- 1.5 Students who missed the synchronous class schedule due to valid reason/s must submit an excuse letter addressed to the concerned teacher with attached supporting documents. Depending on the reason/s declared, supporting documents may include but not limited to medical certificate from doctors or mental health professionals. These documents will be validated by the concerned teacher. If valid, student shall be granted access to the video recording of lectures, if available. Submission of missed activities shall also be accommodated by the concerned teacher

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to be graded in accordance to the policies stated in the UB Student Handbook.

## 2. FOR OFFLINE STUDENTS:

- 2.1. Students with weak or no internet connection can opt to avail of the offline in all subjects as declared in the enrollment registration form, except for professional subjects identified by the respective school which are not feasible for offline mode.
- 2.1 Offline scheme applies to all subjects enrolled. However, enrollment in the identified subjects which are not feasible for offline mode may be deferred, to be enrolled when student connectivity is available.

Requirements will be submitted in hard copy through the Office of Student Affairs. All requirements must be placed in a sealed envelope with complete and proper sender and receiver's name and addresses including the following information:

- a. Subject (Course Code and Descriptive Title)
- b. Section
- c. Student's Course
- d. School

The SAO staff will stamp the received date of the package before forwarding it to concerned schools/offices.

- 2.2 However, for students who wish to submit online, they may submit through the email address of the subject teacher, google classroom or separate Facebook GC created by the subject teacher specifically for modular students.
- 2.3 Requirements and assessment tasks must be submitted every grading period, not later than the deadline set by the subject teacher. Submission of accumulated tasks (first grading, midterms and finals tasks) at the end of the semester is strictly not allowed.
- 2.4 Non submission of requirements on the set deadline shall be given a score of zero. Grades will be computed based on the policy on the computation of grades.


\*\*\*Please note that students who availed of the offline or modular scheme will not be included in the Official Class Facebook GC.

- 2.5 Access to available video recording of lectures will only be shared to online students through their Canvas accounts. Offline students may utilize the internet links as additional references to the course topics specified in the module.
- 2.6 All modules shall be sent to the student in soft copy. Students are responsible in printing their own modules should they deem necessary.
- 2.7 Type of exams and mode of delivery will be communicated by the respective teacher to concerned students.

## 3. Limited Face to face or physical classes:

Programs granted by the Interim Committee (CHED, LGU and DOH) to conduct limited face to face classes will implement the approved Policies Procedures and Guidelines on the Gradual Reopening of the Campus for Limited Face to Face Classes.



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The University is continuously working on the compliance to the guidelines for limited face-to-face classes for other programs. When complied, it may provide similar opportunity for limited face-to-face classes in the coming semesters.

Moreover, the following guidelines will govern the students' conduct under the Flexible Learning Approach.

- a. **Attending the Course Orientation.** Students must attend the course orientation, whether it is in the traditional set-up (if allowed) or online, to be familiarized with the nature of the learning environment for the course. For students availing of the modular mode, all necessary information about the course, mode of delivery, and contact details of the teacher are included in the module.
- b. **Reading Course Documents.** The students must take time to read all the necessary documents such as course syllabus, modules, assessment tasks, etc. to become familiar with the course outcomes and expectations. This is vital in allowing the students to plan their schedule in the course activities.
- c. **Attending Classes.** Just like in the face-to-face set-up, students must attend online classes regularly. In an online course, student attendance is defined as logging in to the Learning Management System regularly and participating in all academic activities required by the instructor.

For Offline students, soft copy of modules will be given and a consultation time with the subject teacher will likewise be arranged. Requirements must be submitted regularly depending on the agreement set by the concerned subject teacher (e.g. weekly or bi-monthly).

- d. **Organizing and Managing Time.** Courses that have a significant online component may not provide students with as many reminders of course expectations regarding time as do traditional face-to-face courses. Therefore, the students must be responsible in paying attention to course schedules, requirements and deadlines.
- e. **Student Conduct.** All standards of student conduct outlined in the University of Baguio Student Handbook remain in full effect during the time of distance learning. All students are required to maintain appropriate school behavior at all times in both asynchronous and synchronous distance learning.
- f. **Staying in contact.** Interactive communication in online courses must be established, just like how it is in the traditional classroom. Students must utilize and take advantage of the platforms available in the course to communicate, help facilitate learning, and accomplish tasks. Regular

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communication between the teacher and the students in a modular approach is also crucial. The scheme for this shall be arranged by the teacher and students.

- g. **The Center for Counseling and Student Development (CCSD)** will maintain a schedule of online availability and have individual meetings with students by appointment if necessary. Students should be in communication with their counselor(s) if they find themselves struggling with academic work or anything else.


### **Guidelines for Synchronous Videoconference**

*(Adopted from the Fordham Preparatory School Distance Learning Plan)*

Students should follow these guidelines to ensure productive, respectful class time through the Canvas virtual/distance learning platform.

- a. **Be punctual.** If teachers choose to hold a synchronous videoconference for class, it will take place during the class period time designated. Students should log in to the platform during the class period. They should be prepared with any needed materials and ready to learn. Attendance will be checked during the videoconference.
- b. **Mute your microphone immediately.** As soon as you log in to the platform, mute your microphone. This will avoid any excess background noise. Release the mute button when it is your turn to speak in the virtual class or once instructed by your teacher.
- c. **Maintain professionalism.** All participants should wear appropriate clothing. You should set your laptop in a common space in your home (e.g., kitchen, living room, etc.), and not in your bedroom, bathroom, or other inappropriate areas. Names in the conference should be the same names in the class list. Unidentified names like nicknames, phone models, etc. will not be allowed in the videoconference. These accounts will be removed by the teacher.
- d. **Focus and engage.** It is easy to get distracted on your computer or your mobile phone. Remember that you are attending a class. Keep your video conference platform open and do not navigate other tabs or web pages unless directed by your teacher. Make sure that the teacher is your main screen. If needed, you can pin the teacher to be the main focal point to ensure that you do not get distracted by your peers.
- e. **Practice courtesy.** Do not interrupt the teacher or a classmate who is speaking. You may type your question in the Chat area, or use the “raise hand” feature if available, and wait until you are allowed to speak. Your teacher will orient the class regarding the guidelines for discussions, recitations, and asking questions during online meetings.
- f. **Respect.** Seeing yourself on a screen can bring up vulnerabilities. Do not take a screenshot, picture, Snapchat, etc. of your teacher or fellow students. Do not make any unnecessary audio or video recordings.



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- g. **Support one another.** Students should not interfere with their teacher's instruction and/or their classmates' learning. Please do all you can to support this process. Remember that each student and the teacher are responsible for effective learning just as you would be if we were together in school.


## **B. GUIDELINES FOR FACULTY MEMBERS**

UB's faculty members are flexible learning and teaching – ready. They have been issued training and attendance certifications from G-Suite on online courses and webinars relevant to conducting classes in flexible modes. Further, they likewise participated in the Training with Growing through Canvas to prepare them in the utilization of the Canvas LMS.

- a. The faculty member will conduct an orientation for the students on the nature of the learning environment under the online course. The faculty member will also properly introduce the courses within the Learning Management System, including the learning objectives, expectations, and outcomes.
- b. Since efficient and effective communication is essential, assessments and feedback must be promptly given by the faculty member to the students. The faculty member must also identify when and how the students will interact with and contact the instructor.
- c. The faculty member must strive to adopt and design relevant materials, class activities and other suitable resources that will assist in establishing a supportive online learning community.
- d. Clear and well-constructed criteria must be provided by the faculty member to the students, since instruction will be done in an asynchronous format for better participation of the students.
- e. The faculty member should intervene in student discussions to keep dialogues from stalling or being unnecessarily interrupted.
- f. Different pedagogical approaches must be utilized by the faculty member in order to identify the learners' identity. Possible methods include virtual class meetings using video display, reviewing student writing samples from written assignments, routine interaction with the students (through e-mail, phone or video communication), and group assignments among others.
- g. The faculty member is responsible for performing necessary actions that will prompt students to show proper conduct and behavior throughout the duration of the course.

**The following requirements should be complied with by the faculty members:**

- a. Faculty members who will be teaching should have the capability to do online teaching. Appropriate gadgets and strong Internet connectivity are required. However, s/he may be allowed to work from UB during his/her


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class schedule/s to deliver online teaching in case s/he has Internet connectivity problems.

- b. Each faculty member teaching during this term should have an *e.ubaguio.edu* account in order to access the Canvas LMS. The Management Information System (MIS) Department has provided a cloud storage for all learning resources that the faculty member will be creating and using.
- c. Instructors are required to invite their respective deans and/or program chairs as co-teachers in their online classes (e.g., Canvas, Google Classroom, Messenger group chats) for monitoring purposes.
- d. Instructors are required to submit a monitoring sheet as prescribed in the School's PPG.
- e. At the end of the term, instructors are required to submit pertinent documents incorporated in their end-term reports (e.g., sample student activities, assessments, portfolios) to the dean.
- f. Instead of the usual in-house training, faculty members will be undergoing online-based systematic and intensive training to enhance their aptitude and capability in facilitating effective flexible/online/distance learning. Learning sites will be recommended for certification purposes.

### **C. LEARNING MANAGEMENT SYSTEM (LMS)**

1. Canvas will be the official platform to be used in conducting online classes. For students who opted for offline or modular scheme, a google classroom and Facebook GC will be created by the subject teacher for consultations and to accommodate the submission of their requirements.
2. For classes that have students with limited Internet connectivity, the use of Messenger through Facebook (FB) will be used. Telecommunications companies made Facebook Messenger as a free application when subscribing for cellphone load. Faculty members can create Group Chats (GC) or Group Pages (GP).
3. Announcements can be done through the GC or the GP. Likewise, submission of requirements by the students can also be done in this same manner.
4. Students are given an email address in the *s.ubaguio.edu* domain to facilitate communication with them. Email addresses will be generated by MIS and students will be given a default password. The student's email address facilitates populating canvas classes. The email addresses are active for as long as the student is enrolled in the university. Deactivation of email addresses will be done when a student graduates, transfers, or no longer enrolled in the university.

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### **First-Time Creation of Student's E-mail Account**

- a. The creation of student e-mail accounts will be part of the enrollment process. While the ID is being processed at the MIS Department, the creation of the e-mail address will also take place.
- b. Every officially enrolled student will be given an e-mail address in the s.ubaguio.edu domain. This e-mail address will be used to communicate with the student. The MIS Department will create the said e-mail address and sets the default password.
- c. The e-mail address will be taken from the ID number of the student.

| <b>ID Number</b> | <b>Email Address</b>   |
|------------------|------------------------|
| 20081234         | 20081234@s.ubaguio.edu |
| 20192312         | 20192312@s.ubaguio.edu |
| 20171234         | 20171234@s.ubaguio.edu |

### **Termination of Student's Email Account**

The student's email account will be deactivated once the student graduates or transfers to other universities. Also, the e-mail accounts of students who will not enroll in the following term will be deactivated.

5. Faculty members will be using their e.ubaguio.edu email accounts as log-in details in the use of the Canvas LMS.

### **First-Time Subscription by Faculty Member to the e.ubaguio.edu Domain**

- a. The school secretary collects the preferred usernames from the faculty members and submits the list to MIS during the week before the start of the term.
- b. MIS creates the faculty members' e-mail addresses and returns the list with the default passwords to the school secretary.
- c. The secretary informs the concerned faculty members.
- d. Faculty members are advised to log in to the account with the default password and change it with the preferred password.


### **Termination of Faculty Member's E-mail Account**

A faculty member's e-mail account in the e.ubaguio.edu is terminated once the faculty member resigns or retires from the University.

6. Assigning of faculty members handling subjects will be based on the Confirmation of Teaching Loads as well as using the AMS portal.
7. CANVAS Users:

#### **Canvas User Creation - Students**

- a. Accounts for student users are uploaded to the Canvas server

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once they are officially enrolled using their s.ubaguio.edu log-in details. This is done two days before the opening of classes for second semester. Another uploading shall take place after one week from the start of classes to accommodate late enrollees.

- b. The Management Information System (MIS) personnel will make use of the Single Sign On Authentication (SSO) to update the student user details. Once the details are uploaded in the server, Canvas will automatically email the said student of the log-in details to access the student dashboard.

#### **Canvas User Creation - Faculty**

- a. Accounts for faculty members have already been done through their enrollment in the Growing with Canvas Module.
- b. In cases where a new faculty is hired, the School Secretary communicates this to MIS for the creation of the e.ubaguio.edu email account. Once the email account is created, the School Secretary informs the faculty member. The same log-in details will be used to create a Canvas account for the new faculty member.

#### **Adding Users to a Course**

Faculty members will access the enrolled students in their classes through the faculty portal (portal.ubaguio.edu). Using Add People button in the People page, the faculty member adds the students to his/her class.


#### **Deleting Users from a Course**

- a. Students who are OFFICIALLY DROPPED or WITHDRAWN from a certain course will be removed from the class roster by the faculty in-charge. This will prevent the “officially dropped” or “withdrawal with permission” student from accessing the course content.
- b. After two weeks from the start of classes, the faculty member checks again the class roster to ensure that all students are in the virtual class. In cases where there are students that does not belong to the class, the faculty member should remove such students from the class roster.

### 8. CANVAS Courses

#### **Uploading of Courses to Canvas**

1. The UB Canvas has sub-accounts. Sub-accounts were created per school of the university (e.g. School of Dentistry). Courses that are offered and have enough students to proceed for the second semester in each school will be uploaded in each of these sub-accounts. Courses will be uploaded using SIS import by the MIS two days before the school opening.
2. Additional courses may be uploaded during the first week of classes. The Dean/Secretary should inform MIS about these courses as well as the faculty members handling them.

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### **Naming Convention for Courses**

1. Courses will make use of the following naming convention: CourseName\_Section.  
Example: PROGIT1\_IAA1
2. For courses with a lecture and laboratory component but are using only one course name, the naming convention will be: CourseNameL\_Section for the laboratory class and CourseName\_Section for the lecture class.  
Example: HISMLS1\_LBB; Laboratory Class will have HISMLS1L\_LBB and the Lecture Class will have HISMLS1\_LBB as course names.

### **Course Invitations**

When an enrollment is manually added to the course, Canvas generates a course invitation once the course is published. The user must accept the course invitation to participate in the course. Not until the user accepts the course invitation, the user's status will display as pending. Note that when a user receives an enrollment invitation for a custom role, the invitation displays the name of the base role.

### **9. Changing of Faculty-in-charge**

In cases where a particular course is transferred from one faculty member to another, the reassignment of such course should be communicated by the Dean/Secretary to MIS for proper reconfiguration in Canvas.

### **10. Dissolved Classes**

In cases where a course is dissolved due to insufficient number of students, such course will be removed from Canvas by MIS.


### **11. Creation of Virtual Classroom for OFFLINE students only**

- a. Virtual classrooms are created using the @e.ubaguio.edu account of the faculty member.
- b. Using the Student ID number from the official class list, the faculty member enrolls the students categorized under offline or modular scheme to the Google classroom.

### **Recommended Software and Hardware for Online Learning**

The software necessary for delivering online courses is reasonably basic.

| <b>SOFTWARE</b>          |  |
|--------------------------|--|
| Audio and video plug-ins | Media players are needed in order to listen and watch provided audio and video materials.<br><br>E.g., Windows Media Player, VLC, etc. |
| Productivity software    | Students need to be accustomed with some basic productivity applications for:  |

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|                             | a. word processing (e.g., Microsoft Word),<br>b. reading text documents (e.g., Adobe Acrobat reader),<br>c. developing/reading presentations (e.g., Microsoft PowerPoint), and<br>d. video/sound recording (e.g., built-in camera) |
| Video conferencing software | E.g., Google Meet, Zoom, etc.  |
| Web browser                 | A software for accessing the world wide web is needed, e.g., Google Chrome   |

Hardware requirements include the following:

| <b>HARDWARE</b>             |  |
|-----------------------------|--|
| Laptop or desktop computers | These devices are instrumental in online learning. Though tablets and smartphones may be used for viewing content and video conferencing, these devices are somehow limited in terms of productivity software. |

#### **D. CLASS MONITORING**

This aims to assess the learners' progress and compliance in their given learning activities, whether online or offline, and to check whether activities are going as planned and that they are "on task". Also, it provides an indication of what instruction or delivery method should be re-evaluated for improvement to guarantee that students can complete the tasks given to them.

Through this, teachers can identify students who are at risk and can thereby provide intervention and additional support and instruction on a regular basis, making sure that no student "slips through the gap."


##### **a. STUDENT MONITORING**

Attendance to scheduled synchronous classes is required. Attendance shall be checked by the teacher to be submitted as part of the end semester requirements.

##### **b. FACULTY MONITORING**

- Respective Dean's Offices will monitor the attendance of the faculty members in their scheduled synchronous classes.
- Faculty members who cannot attend to their scheduled synchronous classes must file a leave of absence and request for a substitute.



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### E. LEARNING PLANS

Power competencies per course will be identified by the instructors in coordination with their respective program chairs and deans.

Instructors must identify power competencies in the courses they are teaching. They should concentrate on achieving the identified competency/ies. Other details about this can be found in the School's PPG.

### F. LEARNING ACTIVITY SCHEDULE

The learning activity schedule is a weekly plan which includes the methods on how the activities prepared for the week will be delivered. This should be consistent with the approved syllabus.

The learning activity schedule covers the lessons, the learning delivery mode, assessment tasks, and other class activities.


### G. CLASS SIZE

All new curricula (AY 2018-2019) courses will have a minimum of 50 students. For the old curriculum AY2017-2018 and below, provisions of Memorandum C. No. 27 series 2019 will be applied.

### H. CONDUCT OF CLASSES

- a. Classes will be conducted following the prescribed schedule.
  - i. Synchronous classes will be scheduled at least once a week. However, depending on the nature of the course, synchronous classes may be scheduled more than once in a week if needed. The rest of the schedules will be allotted for consultation time. Teachers are online to attend to queries or concerns of students in the particular course.
  - ii. To synchronize the schedules to avoid students and faculty members getting late in joining meeting rooms and to break the screen time for health purposes, the following will be the schedule for synchronous classes. For classes with unique schedules, schools will devise their own synchronous schedules to be communicated to students and to be reflected in the modules:

| <b>MWF SCHEDULES</b> |                   |                   |                   |
|----------------------|-------------------|-------------------|-------------------|
| <b>CLASS TIME</b>    | <b>MONDAY</b>     | <b>WEDNESDAY</b>  | <b>FRIDAY</b>     |
| 08:00AM - 09:00AM    | SYNCHRONOUS CLASS | CONSULTATION TIME | CONSULTATION TIME |
| 09:00AM - 10:00AM    | CONSULTATION TIME | SYNCHRONOUS CLASS | CONSULTATION TIME |
| 10:00AM - 11:00AM    | CONSULTATION TIME | CONSULTATION TIME | SYNCHRONOUS CLASS |
| 11:00AM - 12:00NN    | SYNCHRONOUS CLASS | CONSULTATION TIME | CONSULTATION TIME |
| 12:00NN - 01:00PM    | CONSULTATION TIME | SYNCHRONOUS CLASS | CONSULTATION TIME |
| 01:00PM - 02:00PM    | CONSULTATION TIME | CONSULTATION TIME | SYNCHRONOUS CLASS |

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|                   |                   |                   |                   |
|-------------------|-------------------|-------------------|-------------------|
| 02:00PM - 03:00PM | SYNCHRONOUS CLASS | CONSULTATION TIME | CONSULTATION TIME |
| 03:00PM - 04:00PM | CONSULTATION TIME | SYNCHRONOUS CLASS | CONSULTATION TIME |
| 04:00PM - 05:00PM | CONSULTATION TIME | CONSULTATION TIME | SYNCHRONOUS CLASS |
| 05:00PM - 06:00PM | SYNCHRONOUS CLASS | CONSULTATION TIME | CONSULTATION TIME |
| 06:00PM - 07:00PM | CONSULTATION TIME | SYNCHRONOUS CLASS | CONSULTATION TIME |
| 07:00PM - 08:00PM | CONSULTATION TIME | CONSULTATION TIME | SYNCHRONOUS CLASS |

| <b>TTH SCHEDULES</b> |                   |                   |
|----------------------|-------------------|-------------------|
| <b>CLASS TIME</b>    | <b>MONDAY</b>     | <b>WEDNESDAY</b>  |
| 08:00AM - 09:30AM    | SYNCHRONOUS CLASS | CONSULTATION TIME |
| 09:30AM - 10:00AM    | CONSULTATION TIME | SYNCHRONOUS CLASS |
| 10:00AM - 12:30AM    | SYNCHRONOUS CLASS | CONSULTATION TIME |
| 12:30PM - 02:00PM    | CONSULTATION TIME | SYNCHRONOUS CLASS |
| 02:00PM - 03:30PM    | SYNCHRONOUS CLASS | CONSULTATION TIME |
| 03:00PM - 05:00PM    | CONSULTATION TIME | SYNCHRONOUS CLASS |
| 05:00PM - 06:30PM    | SYNCHRONOUS CLASS | CONSULTATION TIME |
| 06:30PM - 08:00PM    | CONSULTATION TIME | SYNCHRONOUS CLASS |

e.g. Subject: ENGLIS1

Schedule: MWF 08:00 - 09:00

| <b>MONDAY</b>   | <b>WEDNESDAY</b>   | <b>FRIDAY</b>  |
|---|--|--|
| 08:00 - 09:00<br>SYNCHRONOUS CLASS<br>***conduct of online lecture<br>***presentation of activities and other requirements to be submitted through uploading in the LMS | 08:00 - 09:00<br>CONSULTATION TIME<br>***accomplishment and submission of course activities and other requirements<br>***students may consult their respective subject teacher for concerns regarding the course, lectures, and other academic matters.<br>***teacher responds to student concerns and queries | 08:00 - 09:00<br>CONSULTATION TIME<br>***accomplishment and submission of course activities and other requirements<br>***students may consult their respective subject teacher for concerns regarding the course, lectures, and other academic matters.<br>***teacher responds to student concerns and queries |

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**SAMPLE SCHEDULE FOR UNIQUE CLASS SCHEDULES:**

|   |                   |
|---|-------------------|
| <b>CATERING MANAGEMENT ( HMELC104) (5 HOURS)</b>              |                   |
| <b>WEDNESDAYS / 8AM-1PM</b>                                   |                   |
| 8:00 – 9:30AM   | LECTURE PART      |
| 9:30AM – 1:00PM   | HANDS ON ACTIVITY |
| ***all outputs must be submitted within the subject schedule. |                   |

- iii. Synchronous classes will be conducted by the teacher. Recorded lectures may be uploaded in the Canvas LMS for students' reference but not to cover up the conduct of synchronous classes. This is to be able to address concerns and queries of students regarding the topics being discussed.
- b. Faculty members should strictly follow the class schedule.
- c. The deans and/or program chairs are required to monitor the classes through the means specified in the school's PPG.
- d. Online classes should include uploading of resources to virtual classrooms, class discussions with student participation through Google Meet or any chat room, recorded video lectures for additional reference, and assessments and feedback. Online classes should also follow what is specified in the learning module.


**I. VIRTUAL CLASSROOM DRESSCODE / GROOMING:**

- a. Faculty Members will check the grooming of the students during synchronous classes
- b. Proper attire must strictly be followed.
  - b.1. Clothing that is appropriate for the virtual classroom:
    - School uniform (if prescribed)
    - Collared shirts, button down shirts, modest blouses, t-shirts, sweatshirts
  - b.2. Clothing that is inappropriate for the virtual classroom:
    - Tank tops, Halter tops, Spaghetti strapped tops
    - Hats, shirts with offensive logos or messages, ripped or torn clothing, pajamas.

While the dress code for the virtual classroom is much more relaxed than the traditional classroom set up, students are expected to dress and be groomed in a respectful and appropriate manner.

**J. ASSESSMENT OF COMPETENCY/IES**

- a. All learning outcomes described in the course should be documented through exams/quizzes, journals, papers, projects, and/or portfolios.
- b. Assessments should be done using rubrics which are made known to students prior to the start of the activity.
- c. Learning objectives and instructional and assessment activities should be closely aligned with the course topics.
- d. Multiple assessment strategies should be used to measure knowledge, attitudes and skills (e.g., use of Quizziz, Kahoot, Quizlet, formative, Pear Deck, Canvas, Google forms).

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- e. Regular feedback about student performance should be provided in a timely manner throughout the course term. Feedback such as grades should be easily accessible to students.

## K. COMPLAINTS PROCEDURE

- a. Complaints refer to statements that a situation is unsatisfactory or unacceptable, which includes the quality of a service provided, conduct of faculty and staff as well as academic matters which may include computation of grades, classroom management, etc. These may come from students, parents, alumni and other stakeholders.
- b. Complaints made to the University are considered with courtesy, with due regard to confidentiality and without fear of prejudicial treatment.
- c. All complaints will be addressed in an equitable, objective and unbiased manner.
- d. In order for complaints to be processed, the following information must be disclosed. All data generated will be handled in accordance to the provisions indicated in the UB Privacy Manual:
  1. Complete name of the complainant
  2. Complete details of the complaint (e.g. subject, section, schedule, complete name of the university personnel, office, etc)
  3. Contact information which includes email address and contact number.

\*\*\*While anonymous complaints are treated seriously, however proper investigation may not be conducted if the complainant is unknown.

- e. Depending on the area/nature of the complaint, the complainant must strictly follow the identified steps in order for the complaints to be properly handled/processed. Complaints may be sent to the proper personnel or office using the official email address, official office social media accounts such as FB page or office phone numbers.


Step 1: Complaints to be directed to concerned personnel / office.

Step 2: If complaints were not addressed, intervention from direct supervising head is needed.

Step 3/4: Complaints will be referred to the management or EXECOM if needed.

Responsible office/personnel in handling complaints:

| AREA / NATURE OF COMPLAINT                     | STEP 1                    | STEP 2   | STEP 3  | Step 4   |
|--|---------------------------|--|---|--|
| <b>Academic Concerns</b>                       |                           |  |   |  |
| Computation of grades                          | concerned subject teacher | If concerns were not addressed, elevate the concern to the concerned | Program chair will refer the concern to the dean if needed. | Dean will refer the concern to the VPAA if needed. |
| All concerns regarding class standing (scores, |                           |  |   |  |

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| assessment tasks, all graded activities)        |  | program chair of the complainant  |  |   |
| Crediting of grades                             | Concerned dean's office  | Dean's office staff will coordinate with the registrar's office               |  |   |
| Enrollment                                      | Concerned dean's office  | Dean's office staff will coordinate with concerned office                     |  |   |
| Program, course and teaching quality            | Respective program chair of the complainant                                  | Program chair will refer the concern to the dean, if needed                   | Dean will refer the concern to the VPAA if needed. | VPAA will refer the concern to the EXECOM if needed |
| <b>Student services</b>                         |  |   |  |   |
| General information services                    | Concerned dean's office  | Dean's office personnel will refer the concern to respective office in charge |  |   |
| Library and other learning resources            | University library head<br>or<br>Respective program chair of the complainant |   |  |   |
| Counseling services, student equity and welfare | CCSD Director  | CCSD Director may refer to the concern to the VPAA if needed                  |  |   |
| Scholarships and school fees                    | Student accounts office (SAO)  | Head of SAO may refer the concern to the VP for Finance if needed             |  |   |
| <b>Conduct of Faculty / Staff</b>               |  |   |  |   |
| Conduct of Faculty                              | Concerned Program Chair or Dean of the complaine/ respondent                 | Dean may refer the concern to the HRMC or VPAA if needed                      |  |   |
| Conduct of Staff                                | Direct supervising head of the complaine/ respondent                         | Head of office may refer the concern to the HRMC or supervising VP if needed  |  |   |

### III. ACADEMIC PROGRAMS

#### A. LEARNING MODULES

A learning module contains course materials in an organized manner aimed at guiding the students toward the achievement of the intended learning outcomes.

The faculty member is required to utilize the learning module throughout the term. The module should be designed for online and offline distant learning. The contents of a module are specified in Annex A.

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## **B. DELIVERY**

Classes in UB will be delivered through the flexible learning approach, which consists of modules/learning packets in soft copies, online learning system (synchronous and asynchronous), and online student support.

## **C. Teaching-Learning Activities (TLA):**

- a. All teaching-learning modes of delivery should be maximized by the teachers, except face-to-face meetings.
- b. Limitations of telecommuting must be taken into consideration; hence accessibility of platforms must be checked at all times.
- c. All learners/students should be accounted for in case they are not active in group chats, do not respond as to doing a required activity, or do not report to class (if allowed). Teachers must exhaust all student/learner contacting measures so that no learner is left uninformed.
- d. All activities should be doable in the normal class schedule to avoid backlogs. Teachers should not demand unknowns from the students. Teachers should also concentrate on identified power competencies.
- e. Teachers should avoid group activities especially outside class hours and should encourage independent studying (if feasible) where competencies for the courses shall be met.
- f. Leniency on deadlines is encouraged. Teachers must make sure that instructions are very clear to students.


## **D. GRADING, INCLUDING MEASUREMENT AND EVALUATION**

The UB official grading system will be adopted and used in online classes. For regular semester, First Grading, Midterms and Final Grading periods will be considered. Class records will be checked by the dean which is submitted online by the faculty members.

## **E. INTERNSHIP/PRACTICUM/RELATED LEARNING EXPERIENCE**

As a result of the suspension of hands-on exposure duty of the interns or practicum students, policies, procedures, and guidelines (PPG) of the Internship Program have been crafted and are continuously revised as deemed necessary by the schools and widely disseminated to the practicum/student interns. The PPG includes guidelines on how the students can acquire the needed competencies embedded in the course. The guidelines include virtual internship in partnership with local or international companies, requirements to be accomplished by the students to compensate for their duty hours, and virtual industry exposures and trainings, among others. This move was grounded on

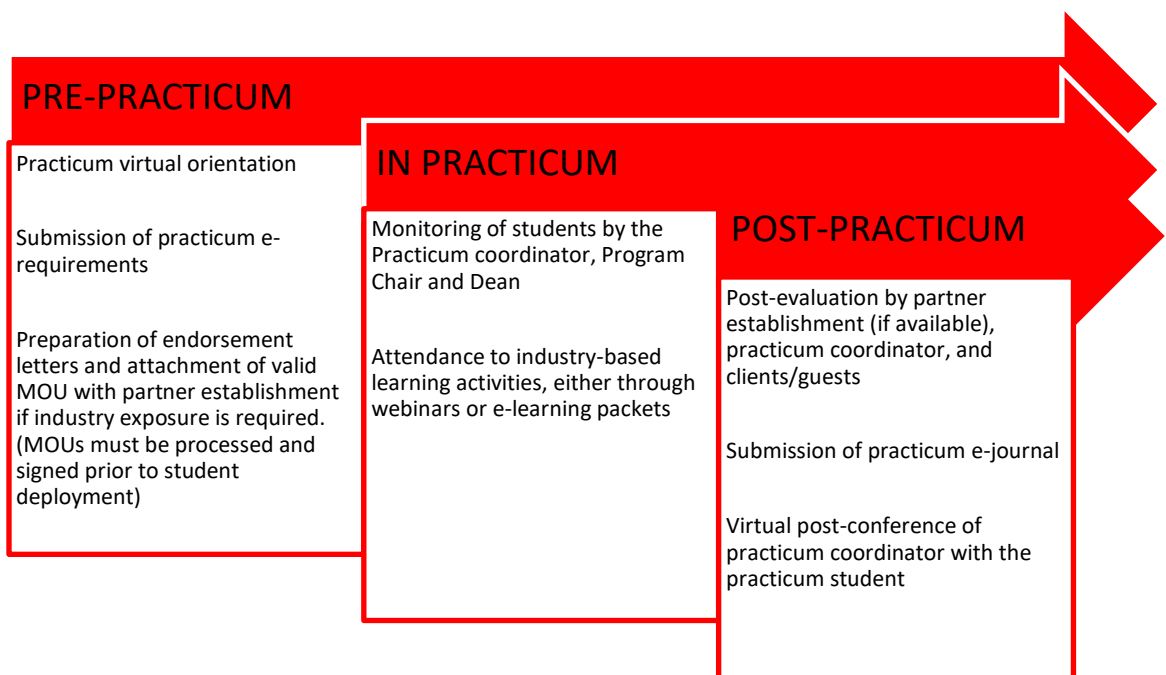


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the goal of the school to help the student interns, especially the graduating students, to finish the course in time but without sacrificing the quality of education they need and deserve.

All the requirements shall be designed to challenge student interns to apply learned theories and concepts in preparation for a professional life after graduation – this being the same with the main objective of the internship program. Monitoring per school will be done through either weekly reports, real-time monitoring through Google sheets, or general narrative reports.

The practicum process is outlined below:




#### **IV. NON-ACADEMIC PROGRAMS (SUPPORT SERVICES)**

##### **A. Guidance Services**

Online consultation and counseling are offered by the Center for Counseling and Student Development (CCSD) Office. To avail of these services, students are required to register online and give their consent in compliance with Data Privacy Act.

Certificate for Good Moral may likewise be requested online through e-mail. Upon receipt of the request, the CCSD Office will request necessary clearance from the concerned dean. When the requesting student has been cleared, the certificate will be released electronically through e-mail.

##### **B. Student Services**

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The University of Baguio recognizes that not all students have devices and have access to the Internet. Hence, aside from the printed learning modules that will be made available for pick-up at the Security Office, students who are interested to acquire the needed learning devices can avail of the e-learning device loan being offered by the University of Baguio. This scheme is in partnership with PLDT, Smart Communications and TSS Corporation (Tiong San Harrison). Guidelines on how to avail of the loan are specified below:


### **E-LEARNING DEVICE LOAN FOR STUDENTS**

For a student to qualify for the loan, he/she must be officially enrolled in the University of Baguio for First Semester, SY 2021-2022. Incoming freshmen students will qualify for the loan after finishing one semester with the University.

#### **Procedures**

1. To register, go to [www.ubaguio.edu](http://www.ubaguio.edu) and click the e-Learning Device Loan Online Application link.
2. Choose your preferred loan amount and terms:
  - Php 9,999.00 and below – one semester to pay (in three equal payments)
  - Php 10,000.00 to Php 25,000.00 – two semesters to pay (in six equal payments)

*Note: Payment for the loan will be included in your school fees.*
3. Send scanned copy of the following documents to [studentaccounts@e.ubaguio.edu](mailto:studentaccounts@e.ubaguio.edu)
  - Official Receipt or Deposit Slip of tuition fee down payment for First Semester, SY 2021-2022
  - Valid School ID for First Semester, SY 2021-2022
  - Parent's/Guardian's Valid ID (any government-issued ID)
  - Parent's Written Consent
4. The Student Accounts office will notify you through e-mail on the result of your application after five (5) working days. The Student Accounts Office (SAO) and Admission and Records Center (ARC) will prepare the Contract of Agreement (COA) for signatures of all concerned parties.
5. The signed COA between you, and your parent/guardian, and UB should be e-mailed to [studentaccounts@e.ubaguio.edu](mailto:studentaccounts@e.ubaguio.edu) or you may submit the original copy of the contract at the UB Student Accounts Office which opens from Mondays to Fridays, except Wednesday, at 9:00 am and 12:00 pm and 1:00 pm to 3:00 pm.
6. Once approved, the UB Procurement Office will prepare the Purchase Agreement and Authority to Deliver (PAAD). This form is valid for five (5) calendar days from the date of issuance. Tiong San shall not accept any PAAD form received beyond the validity date.
7. Upon issuance of the PAAD, the student/parent/guardian shall bring the PAAD to Tiong San Harrison or Pines Multi, depending on the

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store identified by the student. The PAAD must be in original signatures, its date must be updated or current, and it must be presented to Tiong San in two printed copies, together with the valid identification card (ID) of the student issued by the University of Baguio, and the parent's/guardian's government-issued ID. Application with incomplete documents will not be processed.

8. Tiong San or Pines Multi will validate your documents.


9. The student and/or parent shall choose from among the available stock at Tiong San Harrison or Pines Multi.

10. Tiong San or Pines Multi will release the device/gadget to the student/parent/guardian.

## V. COMMUNICATION

For inquiries and other concerns, students, parents or guardians may directly contact the following management personnel through the contact details provided below:

| OFFICE  | ADMIN                             | LOCAL NO.                          | OFFICE EMAIL ADDRESS   |
|---|-----------------------------------|------------------------------------|--|
| <b>Trunk Line Numbers: (074) 442-4915, 442-3540, 442-4730</b> |                                   |                                    |  |
| President   | Engr. Javier Herminio D. Bautista | 200<br>442-3071                    |  |
| Vice President for Academic Affairs                           | Dr. Janice Kaylyn K. Lonogan      | 264<br>446-9434                    | <a href="mailto:vpaa@e.ubaguio.edu">vpaa@e.ubaguio.edu</a>   |
| Vice President for Administration                             | Atty. Rommel P. Ayson             | 256                                | <a href="mailto:vpadmin@e.ubaguio.edu">vpadmin@e.ubaguio.edu</a>   |
| Vice President for Finance                                    | Mr. Johann Ben A. Bautista        | 205<br>442-8749                    | <a href="mailto:disbursing@e.ubaguio.edu">disbursing@e.ubaguio.edu</a>   |
| School of Business Administration & Accountancy               | Dr. Kareen B. Leon                | 209                                | <a href="mailto:sbaa@e.ubaguio.edu">sbaa@e.ubaguio.edu</a><br><a href="mailto:carlosbaa@e.ubaguio.edu">carlosbaa@e.ubaguio.edu</a> |
| School of Criminal Justice & Public Safety                    | Dr. Charesma Grace K. Lud-ayen    | 317                                | <a href="mailto:scjps@e.ubaguio.edu">scjps@e.ubaguio.edu</a>   |
| School of Dentistry   | Dr. Ian Steve C. Bandaay          | 213                                | <a href="mailto:dentistry@e.ubaguio.edu">dentistry@e.ubaguio.edu</a>   |
| School of Engineering & Architecture                          | Engr. Jeferd E. Saong             | 204                                | <a href="mailto:sea@e.ubaguio.edu">sea@e.ubaguio.edu</a>   |
| School of Information Technology                              | Engr. Elisabeth D. Calub          | 319                                | <a href="mailto:sit@e.ubaguio.edu">sit@e.ubaguio.edu</a>   |
| School of International Hospitality & Tourism Management      | Ms. Jenelyn M. Magpatoc           | 314<br>442-2362                    | <a href="mailto:sihtm@e.ubaguio.edu">sihtm@e.ubaguio.edu</a>   |
| School of Law   | Atty. Pablito V. Sanidad, Sr.     | 318                                | <a href="mailto:sol@e.ubaguio.edu">sol@e.ubaguio.edu</a>   |
| School of Natural Sciences                                    | Ms. Teresa N. Villanueva          | 218                                | <a href="mailto:sns@e.ubaguio.edu">sns@e.ubaguio.edu</a>   |
| School of Nursing   | Ms. Helen D. Alalag               | 219                                | <a href="mailto:son@e.ubaguio.edu">son@e.ubaguio.edu</a>   |
| School of Teacher Education & Liberal Arts                    | Dr. Aida A. DApiawen              | 274                                | <a href="mailto:stela@e.ubaguio.edu">stela@e.ubaguio.edu</a>   |
| <i>Secretary (Liberal Arts)</i>                               | Leenel L. Mercado                 |                                    |  |
| GRADUATE SCHOOL   | Dr. Donnavila Marie B. Panday     | 211                                | <a href="mailto:ubgradschool@e.ubaguio.edu">ubgradschool@e.ubaguio.edu</a>   |
| UB Laboratory Elementary School                               | Dr. Julius T. Gat-eb              | <b>423-9416</b><br><b>442-4632</b> | <a href="mailto:ubles@e.ubaguio.edu">ubles@e.ubaguio.edu</a>   |


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|  |                             |                             |  |
|--|-----------------------------|-----------------------------|--|
| UB High School                               | Dr. Marivic B. Mutong       | 221<br>423-0243             | seniorhigh@e.ubaguio.edu<br>highschool@e.ubaguio.edu |
| UB Senior High School                        |                             | 244<br>423-0243             |  |
| UB Science High School                       | Dr. Antonio D. Mangaliag    | 296<br>423-0278             | sciencehigh@e.ubaguio.edu                            |
| Accountant's Office                          | Mr. Eduardo C. Zuñiga       | 206                         | accounting@e.ubaguio.edu                             |
| Admissions & Records Center                  | Mr. Medardo Abarientos      | 259<br>619-0003<br>423-0259 | registrar@e.ubaguio.edu                              |
| Extension                                    |                             | 231                         |  |
| Athletics Office                             | Mr. Alan C. Elegado         | 223                         | athletics@e.ubaguio.edu                              |
| Campus Planning & Development                | Engr. Bernard Z. Abaya      | 238 / 222<br>443-8356       | campusplanning@e.ubaguio.edu                         |
| Property Office                              |                             | 222                         |  |
| Center for Counseling & Student Development  | Ms. Leny O. Estacio         | 226                         | ccsw@e.ubaguio.edu                                   |
| Extension & Community Outreach Services/NSTP | Ms. Grace Duenas            | 230                         | nstp@e.ubaguio.edu<br>ecos@e.ubaguio.edu             |
| Human Resource Management Center             | Ms. Gepsy Rose A. Ammogawen | 207<br>619-0002             | hrmc@e.ubaguio.edu                                   |
| Library                                      | Mr. John Nigel Millare      | 299                         | library@e.ubaguio.edu                                |
| Extension (RCB Bldg.)                        |                             | 250                         |  |
| Linkages Office                              | Ms. Melanie R. Saro         | 217                         | linkages@e.ubaguio.edu                               |
| Management Information System                | Mr. Anthony Y. Galutan      | 229                         | mis@e.ubaguio.edu                                    |
| Extension                                    |                             | 241                         |  |
| Medical/Dental Clinic                        | Dr. Esmeralda M. Gatchallan | 267                         | mdc@e.ubaguio.edu                                    |
| Office of Student Affairs                    | Dr. Froilan C. Aspa         | 235<br>442-4915             | osa@e.ubaguio.edu                                    |
| Extension                                    |                             | 295                         |  |
| Payroll                                      | Mr. Jonald S. Aglosolos     | 208                         | payroll@e.ubaguio.edu                                |
| Procurement                                  | Ms. Ma. Milagros T. Flores  | 255<br>446-0966             | procurement@e.ubaguio.edu                            |
| Quality Assurance Office                     | Dr. Ellen M. Halover        | 276                         | qao@e.ubaguio.edu                                    |
| Research & Development Center                | Dr. Isagani Paddit          | 232                         | rdc@e.ubaguio.edu                                    |
| Security Office                              | Mr. Lardizabal M. Lupadit   | 234                         | securityoffice@e.ubaguio.edu                         |
| Student Accounts Office                      | Ms. Rowena P. Sungduan      | 313<br>442-2867             | studentaccounts@e.ubaguio.edu                        |

## VI. POLICY ON DATA PRIVACY, INTELLECTUAL PROPERTY RIGHTS AND PLAGIARISM

### a. DATA PRIVACY

University of Baguio respects one's right to privacy and commits itself to comply in good faith with the mandates of Republic Act Number 10173 or the Data Privacy Act of 2012 (DPA), its implementing Rules and Regulations, and the pertinent circular of the National Privacy Commission (NPC).

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- All personnel data collected from students, employees, scholars will be processed in accordance to the provisions indicated in the UB Privacy Manual.
- Consent must be sought from all concerned individuals prior to the video recording of virtual activities, both academic (synchronous classes, demo lectures, etc.) and non-academic (webinars).
- Posting of screenshots taken during virtual classes, video lectures of teachers, virtual presentations, etc in social media is strictly prohibited unless consent from concerned party/ies have been granted.

#### **b. INTELLECTUAL PROPERTY**

Intellectual property refers to anything created by someone, including but not limited to, inventions, literary works, items created by artists (e.g., artwork, musical pieces), symbols, designs, images, pictures and even names that are used for commercial purposes.

**With this, unauthorized distribution of all learning resources prepared by the faculty members like modules, presentations, recorded demo and virtual lectures, etc shall be dealt in accordance to the sanctions** stipulated in the UB Manuals for Teaching and Non-Teaching Personnel.


#### **c. PLAGIARISM**

Plagiarism is defined as using or copying words or ideas from someone else's work and claiming as one's own. Plagiarism also includes implicit or explicit failure to cite sources of a quotation and paraphrasing most of the words or ideas of a source without giving credit to the author. Any form of act that constitutes plagiarism must be avoided by students, teaching and nonteaching personnel.

Cheating in one's work constitutes unethical and deceitful practice and must never be committed. Academic honesty is encouraged at all times. Violators shall be dealt with in accordance with the stipulations in the appropriate student, teaching or non-teaching manual.

### **VII. FREQUENTLY ASKED QUESTIONS**

- 1. Will attendance be checked?**
  - Yes. Attendance will be regularly checked by the instructor since classes will be held based on the class schedules.
- 2. Will there be a first grading, midterm and final exam? How will they be administered?**
  - Yes. For regular semesters, there will be examinations, as they are included in the UB grading system. However, teachers may opt to require academic requirements in lieu of examinations if need be and if applicable to the course

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**3. How are the teachers being prepared for the changes in the mode of learning and teaching?**

- The University's teachers are prepared for the Flexible Learning Approach. They have been issued training and attendance certifications from G-Suite as regards online courses and webinars relevant to conducting classes in flexible modes. Further, they likewise participated in the Training with Growing through Canvas to prepare them in the utilization of the Canvas LMS.
- Faculty development program is in place for continuous update and training of faculty members aligned to the new normal.

**4. Where can we find updates about the University and the upcoming school year?**

- All updates and announcements are posted on the University's official website ([www.ubaguio.edu](http://www.ubaguio.edu)) and Facebook page ([www.facebook.com/ubaguioofficialpage](https://www.facebook.com/ubaguioofficialpage)). Each school likewise maintains a Facebook page where updates and information are posted.

**5. How can we complete our INCs/NFE?**

- To complete an INC or NFE grade, the student must communicate with the concerned teacher to request for the completion activity. Once complied, the teacher will process the completion form electronically in coordination with the respective dean's office secretary. Upon approval by the dean, the signed completion form should be submitted to the Admissions and Records Center. Grade can be viewed on the student portal three to five working days after the same has been submitted to the Admissions and Records Center.

**6. How can we get our Registrar records?**

- Over-the-counter requests at the Admissions and Records Center are accommodated provided health protocols are strictly followed. Requests for records may also be sent to [registrar@e.ubaguio.edu](mailto:registrar@e.ubaguio.edu).


**7. What platform will be used in the conduct of online-based classes?**

- UB will be using Canvas and G-Suite (@e.ubaguio.edu) in the conduct of its online-based classes. Other platforms may be utilized for synchronous classes such as Google Meet or Zoom.

**8. How can we pay our school fees next semester?**

- Payment can be made through the following options for your convenience:
  - A. Paygate (*The link can be accessed on the student portal. With the Paygate, posting could be real time or up to 1 business day.*)
    - Payment channels include the following: Bancnet Debit Cards, GCash, BDO Online Payment, BDO Over the Counter, UCPB Online Payment, UCPB Over the Counter, PNB Online Payment, PNB Over the Counter, Security Bank Online Payment, Union




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Bank Online Payment, Cebuana Over the Counter Payment, MLhuillier Over the Counter Payment, SM Payment, ECPay Over the Counter Payment, TrueMoney Over the Counter Payment, ExpressPay Over the Counter Payment

**B. UB Cashier's Office**

9. Can I choose which courses are to be on offline or online mode?  
**No unless identified and approved by the School.** Your choice on the mode of delivery during your enrollment will be followed. Offline scheme applies to all courses enrolled by the student except for professional subjects which were identified not feasible for offline mode. Thus, for students who will opt for this scheme, they will be attended to based on the guidelines for offline students.

## VIII. References

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## ANNEX A PARTS OF THE MODULE

- I. Cover Page – The teacher will design his/her own cover page; the author’s name will be included.
- II. Table of Contents – Arrange chronologically the topics/lessons as they are presented in the module. Include the pages.
- III. Introduction of the Module:
  1. Course Code and Course Title
  2. Course Description – Provide 1-2 paragraphs only. (This is the overview of the course.)
  3. Requirement of the Course – This is where the outcomes-based/ performance-based assessment will be discussed. This is the “big idea” or output of the course expected to be achieved towards the end of the course. The rubrics to be used should be included.
- IV. Body of the Module:
  1. Lessons – These are the topics/subject matters. The topics should be well-distributed, taking into consideration the number of meetings vis-à-vis the nature of the topics (how easy or hard).
  2. Learning Outcomes of the Lesson – There should be learning outcomes per lesson.
    - a. The outcomes should be enumerated applying SMART (Specific, Measurable, Attainable, Result-Oriented and that the Time Frame should be considered).
    - b. Address the cognitive, psychomotor and affective domains (if possible, the three should be addressed).
  3. Lesson Proper – This is the main content of the module.
    - a. Present, discuss the topic/lesson. Include pictures, graphs, links or any material that will help the students understand the lesson. The students will supplement the discussion.
    - b. Check for facts and understanding. Discuss the activities to be done. Give clear instructions. This part is very important because this will help the teacher and the class achieve the outcomes identified. The activities should be directly related to what have been presented in the lesson and should conform to the outcomes of the lesson.
  4. Assessment – This can be a short quiz, learning journal, or an assignment. If quiz is desired, then include the questions.
 

\*Take note that if there are activities or performance tasks, they can be placed under either the check for facts and understanding or assessment.

\*If performance tasks are required, the rubrics to be used should be included.
- V. Evaluation of the Course – This is the last part of the module which is to be answered by the students at the end of the course.
  1. What lesson or activity did I enjoy most? Why?
  2. What is the most important lesson which I can apply in my daily life?
  3. What are the new insights/discoveries that I learned?
  4. What topic/s do I find least important?
  5. What possible topics should have been included?