

FREQUENTLY ASKED QUESTIONS ON MCL GUIDELINES FOR COLLEGE COURSES

3rd Term, Academic Year 2021-2022

Given the recent development that the province of Laguna has now been classified under ALERT LEVEL 1, will there be changes in the learning delivery mode that MCL will be implementing for the 3rd Term AY 2021-2022?

YES. Aside from the full online learning delivery mode, MCL will now be implementing the **limited face-to-face (LF2F)** classes. However, in consideration of all factors that may affect the health and safety of its constituents, MCL will be conducting LF2F classes ONLY for students of selected laboratory courses.

What is the rationale behind the MCL's continued full online learning delivery mode for the 3rd Term AY 2021-2022?

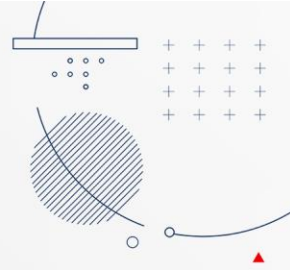
Through the MCL Digital Choice, an option given by MCL to students/parents, the participants may still opt to continue taking courses in a full online mode of learning engagement except for those required by the CHED to have LF2F mode of learning delivery. This is in line with the CHED mandate to Higher Education Institutions (HEIs) conduct flexible learning modalities, which shall continue to be governed by CHED Memorandum Order (CMO) No. 04, Series of 2020, or the Guidelines on the Implementation of Flexible Learning.

Are there requirements for students to be allowed to participate in limited face-to-face classes for identified courses?

YES. As stated in CHED-DOH JMC No. 2021-004, only the following students will be allowed to participate:

1. Those who are fully vaccinated.
2. Those who are registered with PhilHealth or with equivalent medical insurance that covers medical expenses related to COVID-19.

Students who have enlisted online for their intention to participate in the LF2F classes will receive an e-mail notification from Student Affairs Office (SAO) for the validation of the submission of required documents pertinent to the above-mentioned requirements.



Only students with validated submission of required documents will be allowed entry during LF2F classes.

Are there important dates that I need to remember for the 3rd Term AY 2021-2022?

YES. Be guided accordingly by the following important dates as you plan your 3rd Term online learning engagement ahead:

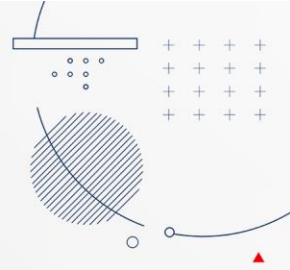
March 21, 2022 – Start of classes
April 18-23, 2022 – Module 1 Major Course Assessment (Prelim Exam) Week
May 9, 2022 - Deadline for Dropping of Courses
May 16-21, 2022 – Module 2 Major Course Assessment (Midterm Exam) Week
June 04, 2022 – Last day of classes; Deadline for Submission of Completion Grades
June 06, 2022 – Rest Day/Make-up Classes/Alternative Activities
June 07-10, 2022 – Module 3 Major Course Assessment (Final Exam) Week
June 15, 2022 – Deadline of Final Grade Encoding

NOTE: Your professors will make the necessary adjustments in the schedule of your Major Course Assessment Weeks to ensure that all the activities for each module have been amply covered in your learning engagements.

ON MATTERS PERTAINING TO FULL ONLINE LEARNING MODE OF DELIVERY:

How capable is MCL in delivering full online learning?

MCL Faculty members are regularly given the necessary trainings for full online learning. To date, they are continually undergoing Instructional Design and Technology trainings facilitated by the Learning Environments and Innovations Office (LEIO). Hence, MCL Faculty members successfully deliver and facilitate instruction that allowed their students to meet the expected standards in this alternative mode of learning. A good indicator is the fact that both faculty and students managed to achieve successful online learning delivery through the collaborative learning engagements they demonstrated via the full use of the MCL Blackboard Learn (BBL) and other MCL-provided online learning platforms.



What should I expect from faculty members handling my courses in terms of course delivery and requirements in an online learning mode?

In view of their training and supervision and with proper consideration of the **type of learner** that you are in terms of online learning engagement, you can continue to expect the faculty members handling your courses to:

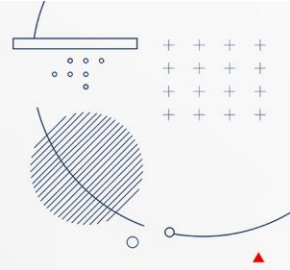
- Provide all the necessary online learning instructions, activities, materials, and assessments purposefully, with reasonable consideration, and flexibility based on a syllabus calibrated for online learning engagement.
- Demonstrate fair and reasonable consideration to all your best efforts to comply with the course requirements with understanding of your full online learning engagement limitations.
- Exercise prudence in making sure that your compliance with course requirements and going through full online learning engagement will not in any way adversely affect your personal safety and security.
- Give clear, specific instructions and exercise fair and reasonable consideration to all students.
- Continue transitioning to course modularization.

How do we expect our faculty to deliver full online learning?

You can expect your faculty to deliver full online learning through the following ways:

1. **Synchronous Learning** – conducted through MCL-approved online video-conferencing platforms particularly MS Teams or Zoom. The meeting is recorded for the students' future reference particularly those who were not able to attend. As not all students have strong internet connection, faculty should minimize reliance on synchronous activities (at least once weekly is recommended).
2. **Asynchronous Learning** – online learning without real time interaction wherein students learn through their own convenient time by faithfully following the learning instructions provided by the faculty for their learning engagement topics and requirements.
3. **Self-Paced Learning** – wherein the student is given reasonable control of his time, effort, and utilization of the various learning materials provided for to perform the learning tasks.

Faculty members will exercise **fair and reasonable consideration** and flexibility in the online delivery of learning. Thus, students may expect their faculty to engage in a healthy and collaborative communication with them. Students only need to cooperate.



How do we acquire our learning materials for the different courses?

Faculty members are required to provide via BBL the basic learning materials or links to online references. To ensure that learning materials are already available before a learning engagement, Academic Department Heads will regularly monitor compliance to instructions on uploading of learning materials through course readiness monitoring reports.

What can we expect from the course assessments that our course faculty-in-charge will conduct?

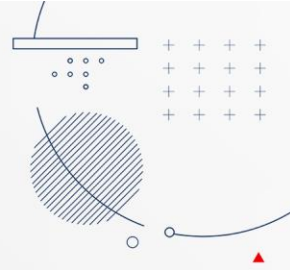
Every course faculty-in-charge is mandated to observe the following in the conduct of course assessments:

1. **Constructive Alignment** – the assessment types, questions, and content must be aligned to the course outcomes.
2. **Authentic Assessment** – the assessment must be designed and conducted in such a way that demonstrates learning outcomes and authentic learning.
3. **Integrity of Assessment** – the assessment must be designed and deployed in such a way that ensures academic integrity.

What are the minimum measures for implementation this term designed to ensure integrity of assessment?

To ensure the integrity of assessment, the following minimum measures are institutionally mandated for implementation this term:

1. **Learning Tasks** – composed of quizzes, homework, seat work and other graded activities, shall constitute 40% of the module grades / final grade.
2. **Major Course Assessments** – composed of the Module 1, Module 2, and Module 3 Major Course Assessments, shall constitute 60% of the module grades / final grade.
3. The number of allowable BBL submission attempts and scores per type of assessment will be as follows:
 - a. For Quiz Learning Tasks – maximum of two attempts; the scores are averaged.
 - b. For Non-Quiz Learning Tasks – multiple attempts allowed; the scores are averaged.
 - c. For Major Course Assessments – single attempt; score achieved.
4. The course faculty-in-charge shall give due consideration to students for failed or missed attempts due to valid reasons as set by the faculty. The faculty will require proofs or evidence for the reasons for evaluation.



ON MATTERS PERTAINING TO LIMITED FACE-TO-FACE CLASSES FOR SELECTED LABORATORY COURSES:

How will the limited face-to-face classes be conducted?

Limited face-to-face classes will be conducted on a 4-10 Shifting Cycle model. The face-to-face classes will be on Weeks 2, 5, 7, 9, and 11, from Wednesdays to Saturdays only. Classes on Mondays and Tuesdays will be implemented in full online mode. Be guided by the following schedule:

| Schedule of Limited Face to Face Classes | |
|--|---|
| Week 2 | March 30 – April 2, 2022 |
| | <i>Lenten Break (April 14-16, 2022)</i> |
| Week 5 | April 20-23, 2022 |
| Week 7 | May 04-07, 2022 |
| Week 9 | May 18-21, 2022 |
| Week 11 | June 01-04, 2022 |

If I have enlisted for LF2F participation but cannot fully comply yet with the medical requirements for LF2F classes, will I still be allowed to attend in the later weeks after being validated for full compliance?

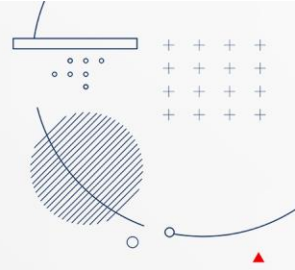
YES. Students who enlisted but are not fully vaccinated yet or have no medical insurance yet during the early weeks may later join the LF2F classes by submitting documents either before week 5, week 7, week 9, or week 11.

What basic rules and regulations shall students who will attend their classes on campus strictly observe?

Students who will attend their class on campus shall:

1. Go directly to their assigned classrooms upon entering the campus premises.
2. Strictly observe physical distancing in the conduct of classes.
3. Bring their own hygiene kit (70% ethyl/rubbing alcohol or hand sanitizer, cleansing wipes/tissue, hand soap, and extra face masks).
4. Bring their own food and water inside the campus, as the Cafeteria will not be selling food until further notice. Students may use the student lounge and other available communal areas. As a matter of policy, eating inside the laboratory room is prohibited. Water dispensers will not be available inside the campus.
5. Follow all minimum health standards/protocols set by MCL.
6. Accomplish the online **MCL Students Daily Health Declaration (DHD)** Form on a daily basis. This must be shown to security personnel before entering



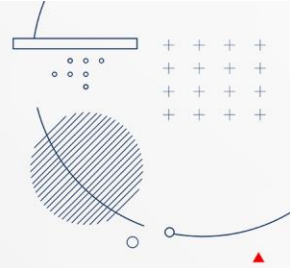


MCL premises. The students may access the online DHD via this link:

<https://forms.office.com/r/UAhFY9jmVQ>

7. Be advised that the Center for Learning and Information Resources (CLIR) facilities may be used but only in a limited capacity. Visit clir.mcl.edu.ph for further guidelines on the use and access of the library spaces and resources.
8. Be encouraged to leave the premises immediately after their classes. However, if they need to avail of CLIR services and/or to engage in online synchronous sessions, they may stay in the library or the student lounge adjacent to the Einstein Hall.





ON COMMON MATTERS FOR BOTH FULL ONLINE LEARNING AND LIMITED FACE-TO-FACE LEARNING MODE:

What final grades may a course faculty-in-charge give based on the students' performance?

The faculty may give any of the following grades based on the students' performance:

| Grade: | In case: |
|--------------------------------------|---|
| A corresponding passing grade | the student has been able to satisfactorily comply with the course requirements. |
| An INC grade | the student has been unable to satisfactorily comply with major requirements (for lecture or laboratory courses). |
| A C grade | the student has been unable to completely comply with the major requirements of integrative courses. |
| A corresponding failing grade | the student is unable to satisfactorily comply with course requirements despite the faculty's efforts to give fair and reasonable consideration to student. |

The faculty is mandated to conduct the necessary advising and intervention measures to ensure successful academic performance of students in their respective course. The policy on giving INC and C marks will be calibrated to include not only major summative course assessments but also other major course requirements. INC and C grades are only given if the student has a chance to pass the course upon grade completion.

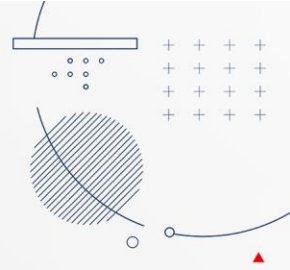
What do I need to do if I receive an INC or a C mark in a course?

You need to immediately get in touch with your course faculty-in-charge for your grade completion. Take note of the grade completion period below for each of the marks:

- For INC – before the end of the 1st Term, AY 2022-2023
- For C – before the end of the 3rd Term, AY 2022-2023

How can students who have obtained a grade of C (Continuing) from their courses during 2nd Term AY 2020-2021 complete their course requirements?

They will just have to go through the usual process of completing the course requirements for their C grades until the 3rd Term AY 2022-2023.



What should I do if I will be unable to engage in online learning in a course due to internet connectivity problems?

You need to get in touch with your course faculty-in-charge who will assess and evaluate the validity of your concern. If your concern is proven to be valid, you will be given fair and reasonable consideration in your learning engagement efforts and compliance to your course requirements.

Will laboratory courses be also taken online? How can this be so when learning is supposed to happen within a laboratory setting?

In our hybrid full online learning and LF2F set-up, some laboratory courses that can be conducted through alternative online virtual laboratory simulation and other alternative means are offered this term. The laboratory courses that have been determined and selected to be otherwise will be offered this 3rd Term via LF2F learning engagement mode.

How about Capstone, and Integrative Courses? How are they supposed to be delivered online?

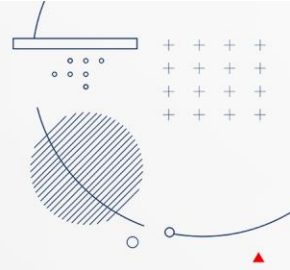
Course syllabi for these courses are recalibrated to suit online learning delivery of most learning activities and course outcomes. The course requirements shall be clearly communicated with reasonable dates of submission. Defense may be rendered via online video conference or through readership scheme. Integrative course outputs due for proofreading will follow existing relevant policies.

How about Practicum courses? Will students be allowed to undergo their off-campus practicum?

All off-campus practicum activities may be conducted either onsite or remotely. For onsite, they shall be subject to the approval of the Dean and LGU (where the company is located). For remote, the activities shall be approved by the Dean/Program Chair.

Will Seminars and Field Trips be allowed?

NO Field trips will be allowed. Seminars will be done virtually. Alternative activities



may be done to comply requirements of the course such as crediting of micro-credential courses availed from reputable educational learning platforms.

Will there be any sort of class attendance checking during the term?

For students attending the online mode whether synchronous or asynchronous, the learning entails engagement and is enough to be considered as having attended the course. Your engagement will be evidenced by your compliance with course requirements.

Can I still qualify for academic scholarship, or can I keep my ETYISP grant during the 2nd Term, AY 2021-2022 if I have an INC or C grade during the 2nd Term, AY 2021-2022?

NO. A student who obtains a final grade of C or INC are automatically disqualified from the ETYISP and Academic Scholarship in accordance with the New Guidelines on Selected MCL Scholarship Offerings (AY-2021-2022) issued by the OVPAA last July 29, 2021.

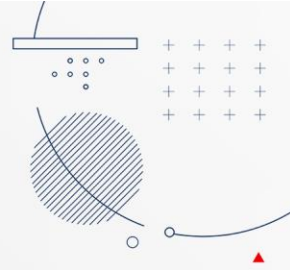
For students with scholarships provided by government or private benefactors that need numerical grades, if they receive an INC grade, will the school provide a certification explaining this, so that the students' scholarship need not be compromised

Yes. The students will only need to request a certification from the Registrar's Office.

As a student, I may be anxious and unable to focus on my studies as an aftermath of the pandemic. Do I have the choice to drop the courses I enrolled and re-enroll them in the succeeding term? Please explain payment procedures regarding this if there be any.

Yes, dropping of courses has been resumed beginning the 2nd Term, AY 2020-2021. You may request this from the Registrar's Office which will guide you with the procedure. Your enrollment in the succeeding term of the courses you drop will depend on the course offering for the term.

You may inquire about the payment procedures for the dropping of course from the Treasury Office.



Before dropping any course, students are advised to seek online counseling from the Center for Guidance and Counseling and their course faculty-in-charge.

I seek to uphold academic integrity in my online learning engagements. May I know what would constitute violation of academic integrity in the conduct of online learning?

It shall be the student's responsibility to refrain from all forms of misconduct in violation of online academic integrity which include but are not limited to the following:

1. Outright commission of academic dishonesty
2. Conduct that may lead to suspicion of academic dishonesty
3. Conduct that aids other students to commit academic dishonesty.

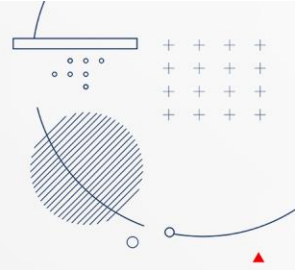
Academic dishonesty are offenses which include but are not limited to the following:

1. Any form of cheating in assessment activities or graded course works whether in-class, off-class or online for the purpose of improving one's academic standing
Note: Massive cheating, if proven, may result to the voiding of an assessment by the VPAA and to applicable sanctions and penalties for individuals involved as stipulated in the MCL Student Handbook or other relevant institutional policies.
2. Student co-responsibility through unauthorized assisting or receiving assistance in assessment activities or graded course works
3. Plagiarism or the act of presenting ideas, words, or organization of a source material as one's own
4. Misuse or actual or attempted falsification, theft, misrepresentation, or alteration of any official academic record of MCL

What role does the faculty play in keeping with academic integrity? What are the possible repercussions of committing academic dishonesty?

Faculty members shall encourage and warn their students to refrain from any form of violation on academic dishonesty in their course requirements. Any of the following sanctions shall be imposed on any student found breaching the academic integrity policy particularly on committing online academic dishonesty:

- First offense: probation; zero on the graded requirement or failure in the course; supplemental sanction
- Second offense: suspension for one term; failure in the course; supplemental sanction



- Third offense: suspension for 2 or more terms; failure in the course; supplemental sanction
- Fourth offense: dismissal

Who can we contact if we have questions on LF2F classes?

Students may reach out to the Student Affairs Office for any inquiries or concerns. You may email: sao@mcl.edu.ph

“Stop being afraid of what could go wrong and start being excited of what could go right.” – Tony Robbins

