



## **FREQUENTLY ASKED QUESTIONS (FAQs) ON MAPÚA MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, 3rd Term, Academic Year 2023-2024**

### **What are the important dates that I need to remember for the 3rd Term AY 2023-2024?**

Be guided accordingly by the following the important dates as you plan your 3<sup>rd</sup> Term learning engagements ahead:

April 15, 2024 – Start of Classes

May 13-18, 2024 – Module 1 Major Course Assessment (Prelim Exams) Week

June 17-22, 2024 – Module 2 Major Course Assessment (Midterm Exam) Week

June 24, 2024 – Deadline for Request to Complete Courses

July 1, 2024 – Deadline for Dropping of Courses

July 08-13, 2024 – Final Major Assessment for L/F/D Courses

July 13, 2024 – Last day of classes

July 15, 2024 – Make-up Classes/Alternative Activities

July 16, 2024 – Rest Day

July 17-20, 2024 – Module 3 Major Course Assessment (Final Exam) Week

July 26, 2024 – Viewing of Final Grades

### **3RD TERM HOLIDAYS:**

May 1, 2024 (Wednesday) – Labor Day

June 12, 2024 (Wednesday) - Independence Day

June 19, 2024 (Wednesday) – Araw ng Kapanganakan ni Dr. Jose P. Rizal

**NOTE:** The faculty 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 LEARNING MODES, COURSE DELIVERY AND REQUIREMENTS**

### **I understand that Mapúa MCL implements various learning modes. How are they determined for implementation in various courses?**

Modality selection shall be determined through a comprehensive analysis and evaluation of clusters, department heads/coordinator's input, and subsequently approved by the Chair or Dean.



The default learning modality is through Onsite instruction (face-to-face) except for Mapúa MCL DeX programs (ECE-OL and IE-OL).

Other modalities shall be implemented in accordance with the established course design and implementation guidelines: Flexible Learning Ubiquitous Experience (FLUX), Bichronous Online, and Asynchronous Online. For students joining bichronously and asynchronously, faculty members should monitor student engagement and provide feedback for any clarifications/inquiries.

### **What do we mean by FLUX, synchronous, bichronous, and asynchronous modes of learning Delivery?**

Since all face-to-face learning sessions are designed to be live-streamed and recorded, there will no longer be any solely face-to-face sessions.

We use the term **FLUX**, which stands for **F**lexible **L**earning **U**biquitous **eX**perience, to describe this hybrid flexible mode of in-classroom, live-streamed, and recorded delivery of learning sessions.

The learner when unable to join onsite may participate virtually thru livestream or recorded class session.

In addition, all virtual classes will always be recorded and uploaded to the LMS to generate asynchronous materials. Hence, the lesson will always be available to the student in synchronous and asynchronous modes. Therefore, virtual classes will become Bichronous Online classes as there will no longer be solely virtual live classes.

### **How do I get information about attendance requirements for FLUX courses with onsite sessions?**

During course orientation, students must be explicitly informed and provided with instructions regarding the required onsite attendance for FLUX courses with onsite sessions. These instructions should be posted on Canvas or BBL Ultra.

Take note that the frequency of face-to-face classes is decided upon by the course coordinator and approved by the Cluster / Program Chair.

Correlation Courses are specifically conducted through onsite mode with attendance strictly monitored by the facilitator. Assigned faculty members report onsite for their classes.



## What are the key responsibilities of the faculty in the implementation of these instructional delivery modes?

Following are key responsibilities may be expected by students from the faculty:

- For FLUX courses, the faculty shall observe the frequency of face-to-face classes decided upon by the college through the course coordinator.
- For students joining bichronously and asynchronously, the faculty shall monitor student engagement and provide adequate and timely feedback for any clarifications/inquiries.
- For courses delivered in online mode (for MMCL DeX and selected GE courses), the faculty members shall NOT give online activities beyond what would be needed to attain the course outcomes.
- The faculty shall implement syllabi calibrated accordingly to include guidance in schedules of face-to-face, synchronous, and asynchronous sessions.
- The faculty must provide all classes in the Learning Management System with the essential online learning materials necessary to adequately cover the topics in the syllabus through systematic and organized instructional design for ease of use and user-friendly accessibility.
- The faculty must give clear, specific instructions, and exercise fair and reasonable consideration to all students.
- The faculty shall extend all possible assistance to clearly communicate the contents, requirements, policies, and assessments of the course.

## What can be expected from the course assessments that the course faculty 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 generally comprise the final grades given by the faculty?

The following generally comprise final grades issued by the faculty:

1. Learning Tasks (quizzes and other graded activities) – 40%
2. Major Course Assessments – 60%



All major course assessments shall be conducted onsite except for meritorious cases, upon approval of the Dean. Calibration of modular grades should be discussed by Cluster Coordinators and approved by the Program Chair.

### Is there a way for me to know my class standing on a regular basis?

Yes. The official class record reflected in the grade book center of the Learning Management System are expected to be regularly updated by the faculty to enable their students to know their class standing progressively during the term. Program Chairs / Coordinators and Cluster Chairs shall ensure compliance with this requirement.

### What final grades may a course faculty 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 <b>passing grade</b>	the student has been able to satisfactorily comply with the course requirements.
An <b>INC</b> grade	the student is unable to satisfactorily comply with major course requirements. The requirement must be complied with during the 1st Term, AY 2024-2025.
A <b>C</b> grade	the student is due for an incomplete grade applicable for integrative courses such as Capstone Project, Thesis, and Feasibility Study. The completion must be done until the 3rd Term of next academic year.
A corresponding <b>failing grade</b>	the student is unable to pass the requirements of the course despite efforts to give fair and reasonable consideration to student. Faculty is advised to consult the Program Chair / ClusterHead / Dean to deliberate why student deserves to fail the course.



## **What is a course faculty mandated to do for underperforming students?**

The faculty is mandated to conduct the necessary advising and intervention measures to ensure successful academic performance of students who underperform at least in the Module 1 period 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.

## **How will Capstone and Integrative Courses be conducted?**

Course syllabi for these courses are recalibrated to suit any of the Mapúa MCL learning modalities for the delivery of most learning activities and course outcomes. The course requirements shall be clearly communicated with reasonable dates of submission.

Faculty members are enjoined to utilize available learning resources/tools that will allow activities to be simulated in the course delivery. Some tools which may be integrated are our web resources such as e-textbooks, e-journals, Coursera, LinkedIn Learning, Wiley, Cengage, Science Direct, Elsevier, and other applicable tools.

All Integrative Course requirements should be clearly stated in the syllabus and with reasonable dates of submission. Integrative Course outputs due for proofreading will follow existing procedures as per IRR on Administration of Major Integrative Courses (SPG-IRR-039).

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

PRACTICUM courses should abide by the provisions stipulated in the CHED Memorandum Order No 4. s. 2023. According to the CMO, on-the-job training and apprenticeship programs shall be conducted primarily through onsite learning experiences. In cases where partner host training establishments (HTE) have integrated emerging remote work modalities including an online option, the equivalent hours shall be included in the total training hours.



### **Will off-campus activities, seminars and field trips be allowed?**

Seminars and Field Trips shall be conducted according to the set policies and guidelines on conducting Off-Campus Activities and related SPGs. In this regard, NSTP courses shall resume their community-based design and implementation.

## **ON MATTERS RELATED TO ACADEMIC INTEGRITY**

### **Where is Mapúa MCL's Academic Integrity Policy anchored on?**

Our academic integrity is anchored on the right of Mapua MCL to impose sanctions against improper conduct of students as being inherent in its primary obligation to:

- a. exemplify moral values, ethics, and ideals;
- b. protect its property and the members of the community;
- c. protect the safety and health of all the members of the community;
- d. maintain peace and order at all times;
- e. protect MMCL's reputation as an educational institution;
- f. respect human rights; and
- g. maintain and strengthen student morale.

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

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



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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 are enjoined to advise 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

***A river cuts through a rock not because of its power, but its persistence.***  
***- Anonymous***