

Step 1. Instructional Delivery Mode

Mode	Definition
S	Synchronous means that both the student and teacher are scheduled to "meet, tune in or log on" at the same time. Questions and responses generally are carried on at the same time through various means (fax, email, voice, chat room, etc).
A	Asynchronous means that instruction is not limited to the teacher and student "meeting" at the same time. The instructor may make available instructional materials or content (posting assignments, activities, tests, etc. to a Web site for example) and the student may access those materials whether or not the instructor is present at that time.
M	Mixed means that instructional activities take place both synchronously and asynchronously. A "mixed" time element occurs when neither element totals 80% or more of the total instructional delivery.

Step 2. Instructional Delivery Codes

Use the following matrix to help determine the correct technology to associate with the instructional delivery code you have selected. In some cases, the use of specific technologies, by their very nature, restrict acceptable instructional delivery indicator values. Once you have determined the appropriate technology, select the code from the list provided in the left hand column and transfer it to the front of this form. **NOTE:** Any technology can be part of mixed synchronous/asynchronous delivery in the context of a course or class section. The "X" under Asynchronous or Synchronous indicates that the technology is primarily used in this mode. All delivery modes are usually accompanied by print, i.e., textbooks and study guides.

Delivery Indicator Code	Technology Indicators	S	A	M
		80% or more synchronous	80% or more asynchronous	Less than 80% of either synch. or asynch.
0	Face to Face: On-campus or off-campus classroom instruction	X		X
1	Video: 2-way interactive	X		X
2	Video: 1-way video and 2-way audio	X		X
3	TV Broadcast: 1-way prerecorded video	X		X
4	TV Broadcast: 1-way live video	X		X
5	Prerecorded: Video tapes sent to students		X	X
6	Prerecorded: Audiotapes sent to students		X	X
7	Audio: 2-way, interactive (audioconference)	X		X
8	Audio: 1-way, radio broadcast	X		X
9	Internet: Chat, computer conferencing, email, listservs, threaded discussion	X	X	X
10	CD-ROM		X	X

Step 3. Location Code

Determination and selection of location codes should be based on the origination of the course content, i.e., from where is the *teacher* delivering the instruction? These codes *do not* document where students are when receiving the instruction. In cases where course delivery may occur at several locations, code selection must be documented as "Mixed use of scheduled space" (either 5 or 6) and will be determined by the origination point of 50% or more of the instructional activities and content.

Code	Indicator Definition	Examples of Code Usage
1	Scheduled use of FSU main campus classroom space	Main campus: physical space owned by University and bordered by Westcott, Turnbull Conference Center, Stone Building, The Union and Landis Hall
2	Scheduled use of FSU space other than main campus	London/Florence & other international program sites physically owned by the University, Republic of Panama, Turkey Point, Panama City Beach
3	Scheduled use of off-campus space	Engineering College, hotels, hospitals, businesses, correctional facilities, classrooms or computer labs at community colleges, other facilities not owned by FSU, including donated, leased or rented space.
4	No scheduled use of instructional space (e.g., Internet, CD-ROM, print)	No actual space is assigned. Occurs most often when faculty use their computer (office, home) in place of instructional space.
5	Mixed use of scheduled space (options 1 -3) and option 4	Delivery location is a combination of some type of scheduled physical local and non-physical local. Example: part of the instruction takes place in a hospital or classroom and part online, in print or from CD-ROM.
6	Mixed use of scheduled space: Options 1-3 only.	Delivery location is a combination of scheduled University space and scheduled non-University space. Example: instruction takes place in University owned space and a business.