

**Distance Learning / Online Courses Hybrid
Record of Face-to-Face Meetings with the Instructor**

To fulfill the requirements of converting the below-mentioned course to the Hybrid format, the student will report in person to the instructor of the specified online course no less than four times a semester, in four different weeks. The specific dates were decided at the initial meeting with the course instructor. You must list these dates below as well as keep a record (written log) of these meetings, using the following space to do so.

Course Name/Course Number: _____

Semester/term _____ Year _____

____ / ____ / ____ Date of face-to-face meeting #1

Activity of face-to-face meeting #1

Student Signature & Date: _____

Instructor Signature & Date: _____

____ / ____ / ____ Date of face-to-face meeting #2

Activity of face-to-face meeting #2

Student Signature & Date: _____

Instructor Signature & Date: _____

____ / ____ / ____ Date of face-to-face meeting #3

Activity of face-to-face meeting #3

Student Signature & Date: _____

Instructor Signature & Date: _____

____ / ____ / ____ Date of face-to-face meeting #4

Activity of face-to-face meeting #4

Student Signature & Date: _____

Instructor Signature & Date: _____