

*Bevill State  
Community College*



*Distance Education  
Student Handbook*

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*Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Bevill State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College complies with non-discrimination regulations under Title VI and Title VII of the Civil Rights Act of 1964, under Title IX of the Education Amendments of 1972, and under Sections 503 and 504 of the Rehabilitation Act of 1973.*

## GENERAL INFORMATION

This handbook was created to assist you in your work as a distance education student at Beville State Community College. To begin, the handbook provides a definition of commonly used terms regarding distance education and clarifies the different terms used. A popular form of distance education, online learning, offers many advantages in flexibility but may also create challenges. To help you decide if online learning is right for you, you will find a quiz in the handbook that will provide you immediate feedback about your readiness to study online. Also, the handbook provides essential technical and procedural information that will help you have a smooth start. Being a distance education student involves more than proper use of technology, so the handbook also provides helpful information once you have begun your classes. For example, you will find tips to succeed in an online course and a netiquette guide. Finally, the handbook provides a list of important contact information so that you will know who to contact if you have problems or concerns regarding your distance education work at Beville State.

## DEFINITION OF TERMS

**Distance Education** - a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. (Southern Accreditation of Colleges and Schools)

**IITS** (Interactive Intercampus Television System) – a course that uses interactive telecommunication technologies which allow two or more campuses to interact via two-way video and audio transmissions simultaneously ([www.wikipedia.org](http://www.wikipedia.org)).

**Face-to-face/Traditional Course** - a course in which instruction takes place in the traditional classroom environment, where instructors and students meet in the same place at the same time for the required number of instructional hours.

- Web-supported course – a face-to-face course in which supplemental course information is made available online ([www.sloan-c.org](http://www.sloan-c.org)).

**Online Course** – courses that can be accessed anywhere and anytime via the Internet. The online course makes use of the Internet technology and related applications to deliver student learning at flexible times and places (Boettcher, 1999). Online courses include both web-based and hybrid courses.

- Web-based course – a fully online course that utilizes the Internet for delivery of at least 80% of all instructional materials ([www.sloan-c.org](http://www.sloan-c.org)). Proctored exams may or may not be required.
- Hybrid course – a course that offers a blend of web-based learning and approximately 50% face-to-face learning so that instruction occurs both in the classroom and online (Rovai & Jordan, 2004).

**Online Learner** - a student who participates in educational opportunities, which are delivered by Web-based or Internet-based technologies (<http://www.learningcircuits.org/glossary>).

**Proctor** - one appointed to supervise students at an examination or assessment, often administered on paper or on the computer (<http://www.merriam-webster.com>).

## **IS ONLINE LEARNING FOR YOU?**

[Insert Link to Interactive Quiz](#)

## **SYSTEM REQUIREMENTS**

### **REQUIREMENTS FOR ONLINE AND HYBRID CLASSES:**

- Home Computer or Laptop (under 4 years old preferred)
- Internet Explorer 6 or 7 (exclude version 8), Mozilla Firefox, or Apple Safari
- Current Virus Protection
- Internet Access (High speed preferred; 56kbs connection on dial-up)
- Microsoft Office 2007 (available at campus bookstore for discounted price)
- Course specific software

### **RECOMMENDATIONS FOR ONLINE AND HYBRID CLASSES:**

- Printer
- External Email



## TIPS FOR SUCCESS

- Be familiar with technology.
  - Send/receive email with attachments
  - Cut and paste documents
  - Navigate the Web
- Have easy access to a computer and the Internet.
  - Having a computer that is no older than 4 years is recommended
  - High speed Internet access is preferred
- Have a back-up plan. Computer and Internet failures are not valid reasons for missing assignments, quizzes, etc. Be prepared to use a family member's or friend's computer if yours goes down.
- Be self-motivated and self-disciplined; the online process takes commitment and discipline to keep up with the flow of the class.
- Log into your class daily if possible.
- Be ready to take the initiative.
  - Get familiar with the course design
  - **Read** carefully all correspondence
  - Contact your instructor and introduce yourself
  - Start working as soon as the semester begins
  - If you do not understand something – ASK
- Give yourself plenty of time to complete assignments. Distance education classes normally take more time than traditional classes.
- Communicate with your classmates.
  - Post your questions to the discussion board thread
  - If you know the answer to a classmate's question, answer it. This will help you reinforce the information, and will help the student who asked the question; chances are, other students have the same question, so they will benefit as well.

## NETIQUETTE

As with other modes of communication, the Internet has its own acceptable protocols and behaviors. Please consider the following when communicating with others in web courses:

- Do not write IN ALL CAPITAL LETTERS when sending messages; it's equivalent to shouting
- Write clearly: make sure the subject line of an email/discussion posting reflects your content
- Write concisely: get your point across without being verbose
- Proofread your messages before sending them
- Use emoticons (such as a smiley face ☺) to help convey tone, but use them sparingly
- Be careful with common "chat" abbreviations: LOL, BTW, etc. Some may be acceptable, but more obscure ones may not be recognized by your audience or be appropriate for your forum
- Do not forward SPAM or chain letters

For more information, see the following resources:

<http://www.studygs.net/netiquette.htm>

<http://gemstate.net/gemstate/netiquette.htm>

**TECHNICAL SUPPORT CONTACT INFORMATION****For Blackboard Questions Please Contact:**

*Your Instructor*

OR

*Leslie Cummings*

Division Chair for Distance Education

[lcummings@bscc.edu](mailto:lcummings@bscc.edu)

205-648-3271 Ext. 5269

OR

*Donna Brakefield*

Secretary to the Dean of Academic Transfer

[dbrakefield@bscc.edu](mailto:dbrakefield@bscc.edu)

205-648-3271 Ext. 5713

**For Technical Issues Please Contact:**

*Computer Services*

*Danny Arnold, Director*

[darnold@bscc.edu](mailto:darnold@bscc.edu)

205-648-3721 Ext. 5414

## PROCTORED EXAMS PROCEDURES

Students enrolled in web-based courses at Bevill State Community College may be required to complete proctored exams. The college has established testing centers on each campus and students should arrange to use these facilities.

In the event that a student is geographically unable to visit a campus testing center, the student may request to use an independent proctor by following these steps:

1. Work with the course instructor to identify a qualified independent proctor (examples of qualified proctors include a local high school principal, a college instructor or dean, a director of an independent testing center);
2. Email a completed **Independent Proctor Request Form** to the course instructor at least two weeks before the scheduled exam;
3. The course instructor will notify the student by email that the request is approved.

**Bevill State Community College  
Independent Proctor Request Form**

**Course:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**I. Student Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Outside Email Address \_\_\_\_\_

Telephone Numbers (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Blackboard ID: \_\_\_\_\_

**II: Independent Proctor Information:**

Proctor Name \_\_\_\_\_

Name of Institution \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Numbers (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

FAX Number \_\_\_\_\_

**III.** Date/Time student is scheduled to take exam \_\_\_\_\_

**IV.** By submitting this form, the student certifies that he/she has read and will comply with the examination policies and procedures.

## **Bevill State Community College Intellectual Property Rights Statement: Employees and Students**

- This policy regarding Intellectual Property Rights is in accordance with the Bevill State Community College Copyright Policy and State Board Policy 321.01 Copyright, Trademark, and Patent Ownership.
- In designing its policy, Bevill State uses as a touchstone SACS' principle for accreditation 3.2.14, which reads:

*“The institution’s policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from creation and production of all intellectual property. This (policy) applies to students, faculty, and staff.*

### ***Ownership of Materials:***

- As a general principle, Bevill State claims ownership of all educational materials involved in teaching classes, on all four campuses and at the respective centers. Such ownership includes, in particular:
  - Test banks
  - Syllabus
  - Web courses
  - Hybrid courses
- However, Bevill State cedes control of the following materials:
  - Assessments
  - Class notes
  - Presentations
  - Handouts
- The exceptions to this rule are materials that are produced in the course of duties based on the employment contract or program agreement and are intended for the institution to copyright, trademark, or patent.

### ***Rules of Intellectual Property for Students:***

- All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish his/her this work without any authorization from the College.
- The student must get written consent from the College in order to use or publish material that the student is not an author or collaborator.
- An employee must get permission from a student to use that student’s work as a sample/model.
  - At the student’s request, the work will be published anonymously, or under a pseudonym.

***The Use of Revenue derived from Creation and Production of Intellectual Property:***

- Funds derived from the creation, production, and sale of all intellectual property are placed in the College's Unrestricted Fund and are invested in the institution's instructional activities among other functional areas.
- If an employee wishes to develop original materials or an original online course, using his/her own personal resources and personal time, then he/she would retain 100 % of the intellectual property rights.
  - If the employee wished to make that material or course "commercially viable," in other words, use the material or course for another institution of higher education or sell that material or course, he/she would keep 100 % of the royalties.
- If the employee wishes to make materials or an online course he/she has created as an employee of Beville State "commercially marketable," the following guidelines would apply:
  - He/she would retain only the intellectual rights to the assessments, notes, presentations, and handouts and would be entitled to 100% of the royalties for the materials or the course developed from these resources.
  - The College would retain all other intellectual property rights.
  - The employee must obtain prior written approval from the College president to utilize materials or a course at another institution in accordance with State Board Guidelines for Policy 615.01 Conflict of Interest and in accordance with item 10 of the Beville State Community College Employment Contract.
- As previously stated, students have the right to publish any of their own creative work and are entitled to 100% of the royalties for these works.

## **Bevill State Community College Copyright Policy**

Faculty is expected to understand and adhere to the copyright law of the United States (Title 17, United States Code), as adapted by the Technology, Education and Copyright Harmonization Act (TEACH). Copyright law must be followed when performances, displays, copies, or other reproductions of copyrighted material are made available to students. This includes the posting of copyrighted material on Blackboard or other online sites. Under the TEACH Act, it is permissible to make copyrighted materials available to students, provided that students are notified that the materials may be subject to copyright protection, and that materials:

1. do not exceed an amount or duration comparable to that typically displayed in a live classroom setting;
2. are directly related to the course content;
3. are an integral part of the teaching content;
4. are intended solely for and are available only to students enrolled in the course, and
5. are retained only for the class session.

Copyright Act 1976 Fair Use Clause: The Fair Use clause of the 1976 Copyright Act applies to material used for nonprofit educational purposes, when only the amount of material necessary for instruction is used, and when no impact is made on the market.

General Guidelines: You are adhering to the copyright law if:

1. you are the copyright owner;
2. you have express written permission;
3. the material is in the public domain, or
4. the Fair Use clause applies to the material.

Examples for Employees and Students:

The following are intended to aid in implementing the Copyright Policy:

1. Journal articles may be scanned and placed on websites as long as course access is limited to the students currently enrolled in the class.
2. Presentations using copyrighted photographs and music may be used in an online presentation without permission as long as access is restricted to the students enrolled in the class.
3. A book chapter may be added to a library reserve or online course as long as access is limited to students enrolled. The chapter must be removed at the end of the semester.
4. Books may not be copied for students. Only one library reserve copy of the textbook is allowed for students. More than one would be an infringement on the marketing ability of the copyright holder.

Rules of Thumb for Employees and Students:

1. Link to files, instead of downloading, whenever possible.
2. Assume that a work is copyrighted unless it states that it is not.
3. Read the terms of use for each file-sharing site.
4. Always provide attribution for all downloaded files.
5. Do not download files with private affirmation such as phone numbers and addresses.

Bevill State Community College has designated a copyright agent to receive notification of claimed copyright infringement on the College's website as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevill State's website, he or she should notify Tyrone Webb, Assistant to the Dean for Library/Learning Resources, Bevill State Community College, P. O. Box 800, Sumiton, AL 35148; email: [twebb@bscc.edu](mailto:twebb@bscc.edu); telephone number: (205) 648-3271.

According to the Digital Millennium Copyright Act, the notification of claimed infringement must include 1) identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.); 2) identification and URL of the material that is claimed to be infringing; 3) information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and 4) other information relating to the claim. Any copyright concerns or questions about the Bevill State website should be directed to Tyrone Webb at [twebb@bscc.edu](mailto:twebb@bscc.edu).