

Student Handbook for Telecourses

Summer 2006

**El Camino College
Distance Education Office
Schauerman Library
East Wing, Lower Level, Room 76
(in the Library Media Technology Center)
310.660.6453
www.elcamino.edu/Library/DistanceEd/
DistanceEd@elcamino.edu**

Welcome to the Distance Education program at El Camino College!

We offer both telecourses (via video) and online courses (via computer). This Student Handbook for Telecourses is designed to acquaint you with our program, and provide you with the information you will need to be successful in your course. You will find additional information about the College in the current El Camino College Schedule of Classes, which is available at the Admissions Office and on the ECC website at www.elcamino.edu.

We offer a wide variety of courses in many different subject areas. Our current telecourse offerings are listed in the table that follows. There are more courses that have been approved for Distance Education delivery, but we don't offer all of them each semester. You may visit our website to see a complete list of our courses and a schedule of the courses we plan to offer in the future.

The History 1A Course taught by professor Griffin uses the Blackboard Course Management system. This system allows the instructor to post announcements, course syllabus, assignments and grades online. Class discussions may also take place in Blackboard. You will need a computer and the ability to connect to the Internet.

BLACKBOARD COURSE MANAGEMENT SYSTEM

The Admissions office gives every student enrolled in El Camino College a student Identification (ID) number. Among other things this number is used as part of the log in information to access your Blackboard course. Students are also given a login password.

Please use the following instructions to log into Blackboard.

1. Turn on your computer and enter the following URL into your web browser: <http://cvc.blackboard.com>
2. The Blackboard log in page will appear. Click the "Login" button.
3. The next screen will have a username and password box.
4. Enter your seven (7) digit student ID number preceded by a small "e" in the username box. Example: e0123456
5. Enter "student" in the password box Use lower case letters.
6. Click the Login button.
7. Your name should appear preceded by "Welcome." Congratulations you have successfully entered the course management system.

Summer 2006 Course Schedule/Television Broadcast Schedule

(Tentative – Subject to Change)

All of the courses will have a first class meeting on campus. Details about the first meetings can be found in the Distance Education section of the ECC Schedule of Classes. If you do not attend the first class meeting, you may be dropped from the course!

Course/ Name of Television Series/ Instructor	REQUIRED On-Campus Orientation	Number of On Campus Meetings	
		Required	Optional
<i>Contemporary Health 1 - 4837</i>	Orientation Mon – 6/19/06 5:00 – 7:00pm SOCS 106	4	0
Humanities 1 - 4870	Orientation Wed – 6/21/06 7:00 – 9:00pm SOCS 106	3	0
History 1A- 4861	Orientation Tue– 6/20/06 8:00-10:00p.m. SOCS 106	5	0
Political Science 1- 4886	Orientation Wed- 6/21/06 5:00-7:30p.m. SOCS 106	4	4
Psychology 5-4893	Orientation Mon- 6/19/06 6:00-8:30p.m. SOCS 106	4	0

*Broadcast schedules were not available at the time of printing. They will be available online at www.intelecom.org (choose “Member Services,” and then “Broadcast Schedules”).

“Frequently Asked Questions” about our program:

What is Distance Education? Can anyone take these classes?

Distance Education courses are designed for the student who desires flexibility and convenience in their studies. Our courses are fully accredited and are considered equivalent to on-campus courses. Anyone who is eligible to take regular courses on campus may enroll in Distance Education courses.

What is a telecourse?

Telecourses are pre-produced video courses. They typically undergo a two to three year development process led by a team of distinguished academicians, instructional designers and production personnel. They are produced by public television stations, academic institutions and independent producers and often cost several million dollars to make.

Most of the telecourses offered here at El Camino College are comprised of twenty-six half-hour video programs, also known as “telelessons.” The programs could be described as “mini-documentaries,” since a host often narrates them, they feature interviews with experts, and they employ on-location shooting. Chances are you won’t see your course instructor on these videos, although over the years several of our instructors have been involved in the production of telecourses, and a few *have* appeared in segments.

Will I be able to view the Telecourse at home on TV?

It depends on which course you are taking and the type of television programming you receive.

- If you have the **Time Warner Communications cable system** and you live in Torrance, Gardena, Lawndale, Hawthorne or El Segundo, you will be able to view all of the telecourses on the **El Camino College television channel (Channel 8)**.
- Most of the programming on our channel is from a network called **CCIN**, the **Community College Instructional Network**. CCIN is carried on several other cable systems throughout Southern California, including **Media One** in selected cities and **Charter Communications** in Long Beach. You may contact your cable company to see if CCIN is available to you.
- **KCET**, the Public Broadcasting Service (PBS) channel in the Los Angeles area, broadcasts some of the courses we offer. It is carried on many cable systems, and on **DirecTV** and **DISH Network** satellite services. (Please check with your satellite provider for details if it is not already part of your package.) If you don’t have cable or satellite television, it may be possible for you to receive KCET with a standard television antennae (Channel 28).

If you are unable to view the telecourse programs where you reside, here are other options for seeing the programs:

- **Videotape copies** of the courses are available for **checkout** at the Periodicals/Reserve Department at El Camino College's Schauerman Library. They are available free of charge when you present a valid ECC Student ID. Videotapes are available on a first come-first served basis. (More details later.)

How many videotape copies are available for checkout at the Periodicals/Reserve Department? Are there enough for the whole class?

We have provided multiple copies of each program for checkout to students. If, however, you find the tapes are often unavailable, please contact the Distance Education Office and we will see to it that copies are added to the collection.

- **Videotape copies** of the courses are available for **viewing** in the Learning Resources Center (LRC), also located in the Schauerman Library. This collection of tapes is not available for checkout. You will need to present a valid ECC Student ID. You may call the LRC ahead of time for a viewing appointment. This way you are assured the tape you want to view is available when you arrive. (More details later.)

- A **DVD set** of many of the programs can be **purchased** from INTELECOM for \$ 35.00. **Go to** [http:// www.intelecom.org](http://www.intelecom.org) and click "student store."

- ACT, Inc. is a **video rental** company that rents telecourses to students nationwide. You may keep the series for the duration of the semester, and watch the programs at your convenience. You may visit the ACT website at www.actmedia.org or contact them at 1.800.745.5480 for more information. ACT also offers select telecourses on CD-ROM, which allow you to access the programs on your computer. (By the way, El Camino College is not affiliated with ACT. You contract with them directly. And they don't return your payment when you return the tapes! This is a rental service, just like the video rental stores you visit.)

I'm not at home when my course is on television. What do I do?

You can record the telecourse broadcasts just as you would any program.

Will I be required to attend class meetings on campus?

Yes, all the instructors teaching telecourses this semester will have a first class meeting and other meetings later in the semester. Your instructor will give you a course syllabus at the first class meeting which will include information about the other meetings you will be expected to attend. They will explain how a telecourse works, discuss the course requirements, and will answer any questions you may have.

When is the first class meeting? And where?

Details about the first meetings can be found in the Distance Education section of the ECC Schedule of Classes. If you do not attend the first class meeting, you may be dropped from the course!

The first class meeting conflicts with another course I want to take. What should I do?

Do not enroll in both courses - choose only one.

Will the on-campus meetings that are scheduled later in the semester be on the same day and at the same time as the first class meeting?

Usually, yes. We encourage our instructors to schedule all class meetings on the same day and at the same time as the first meeting. Check with your course instructor for that information.

Wow, this sounds easy! I just watch the videos and go to class now and then?

Not quite! You will need to purchase textbooks for your course, and you will be graded on the material covered in the texts as well as in the telelessons. Your instructor may give quizzes or exams or assign research papers or projects. Distance Education courses are every bit as challenging as on-campus courses. In fact, surveys we've conducted have revealed that some students find Distance Education courses *more* difficult.

How will I get in touch with my instructor if I have questions?

Most of our telecourse instructors teach on-campus courses here at ECC, so you can leave them a voice mail message and they will get back to you as soon as they can. Our full-time instructors hold weekly office hours, during which you can call them or visit them in person. Our adjunct instructors are not required to hold office hours, but you may leave them a voice mail message and they will return your call at their first opportunity. Some of our instructors also use email as a way to communicate with their students. A Faculty Directory is available on our website and at our office.

How do I know which books to buy? And where do I get them?

Your instructor will give you information about the text materials that you will need to purchase for your course. You will find the books you need in the El Camino College Bookstore.

One of the required texts for my course is a “Telecourse Study Guide.” Do I really need that?

Yes. Most instructors require this. It is very valuable because it serves as a sort of “road map” for your studies. The Study Guide leads you through the course and links together the textbook readings with the telelessons. It also gives you an overview of each program and provides learning objectives for each telelesson.

Do Distance Education courses transfer to other schools?

We advise you to check with a counselor at the school you plan to transfer to so you are sure the course will be accepted. Many schools accept our courses, but some do not. (By the way, your transcript will not specify that the course you took was delivered in a distance education format.)

Hmmm...I’ve never taken a course like this before. How do I know if a Telecourse is right for me?

In order to succeed in this type of course, you must be self-motivated and be able to work well independently with minimum supervision. You do not meet regularly with your instructor as you would in a traditional class, so you must be able to manage your time effectively and stay on track with your coursework. It’s also important that you have strong reading and writing skills.

What if I find I can’t continue in my course? Can I withdraw from it?

Yes, but in order to receive a “W” (Withdrawal), you must apply before the deadline. Consult the current ECC Schedule of Classes or visit the ECC WebServices site for more information. Please note that dropping a course is your responsibility – your instructor is not responsible for dropping you from your course!

I have more questions! Who can I talk to?

Contact the Distance Education Office. We are here to help you!

Ways You Can View Your Course

Course/ Name of Television Series	Video Checkout (Library)	Video Viewing (Library)	Time Warner Cable TV – ECC Channel 8 (CCIN)	Time Warner Cable TV- ECC Channel 8 (CCIN)	ACT Media Production s, Inc. (Video Rental)	Intelecom For purchase
Contemporary Health 1 Personal and Community Health Issues	✓	✓	✓	NO	✓	Yes DVD
History 1A United States History to 1877	✓	✓	✓	NO	✓	YES DVD
Humanities -1 Humanities Through the Arts	✓	✓	✓	NO	✓	NO
Political Science Government of the United States and California	✓	✓	✓	NO	✓	YES DVD
Psychology 5 General (The Human Experience)	✓	✓	✓	NO	✓	NO

Contact Information:

Act Media- www.actmedia.org

Intelecom – www.intelecom.org

Schauerman Library – (310)660-3528
Periodicals/ Reserves

More Information:

ECC TV – Time Warner Communications Cable System, Channel 8

The ECC TV Channel originates from the City of Torrance Office of Cable Communications. The staff there oversee the technical side of things, and see to it that our programming reaches your home. If you experience technical difficulties with the ECC channel, please give us a call and we will contact the City of Torrance Cable office to alert them to the problem.

Videotape Copies of Telecourse Programs

As mentioned earlier, videotape copies of the programs are available to you free of charge on campus in two areas:

Schauerman Library – Periodicals/Reserve Department

Videotape copies are available for **checkout** in the Periodicals/Reserve Department. One tape per person may be checked out with a valid ECC Student ID. Overdue fine charges are 25 cents per hour late up to a maximum fine of \$10.00. A \$35.00 fee per tape will be charged for any lost or damaged tape. Videotapes are available on a first come-first served basis and cannot be reserved in advance.

Summer Semester Library Hours	Time
Monday-Thursday	7:30am – 8:00pm
Friday	Closed
Saturday	Closed

Schauerman Library – Learning Resources Center

Videotape copies are available for viewing in the Learning Resources Center. It is recommended that you phone the LRC at 310.660.3511 to make a viewing appointment in advance. These copies cannot be checked out.

You will need to provide a valid ECC Student ID to view the tapes. You may view two programs a day, or more if there are viewing stations available which have not been reserved. If you have made a viewing appointment and you are more than ten minutes late, your viewing station will be given to another student.

The LRC is open during those times the library is open. The last thirty-minute viewing appointment begins at 7:00 p.m. Monday through Thursday.

Text Materials on Reserve

We make every effort to place required text materials for telecourses on reserve in the Library (Periodicals/Reserve Dept.) for your use. You must have a valid

ECC Student ID to use these materials and you may use them in the Library for two hours at a time. (Sorry, they can't leave the library!)

Accessibility

El Camino College is committed to providing all students equal access to our program. In accordance with the American Disabilities Act, distance education courses, materials, and resources must be accessible to students with disabilities. Please contact our office for information about alternative formats that are available.

**El Camino College
Channel 8 Cable Schedule
Summer 2006**

- **Summer classes begin, June 19, 2006.**

Course Title	Television Title	Number of Programs	Start Date	Day/Time
Contemporary Health 1 4835	The Human Condition	26	6/19/06	Mon/Fri 8:30-9:00am Mon/Fri 2:30-3:00am
History 1A 4860	Unfinished Nation Part 1	26	6/19/06	Mon/Fri 10:00-10:30am Mon/Fri 2:00-2:30am
Humanities 1 4870	Humanities Through the Arts	26	6/19/06	Mon/Fri 3:00-3:30pm
Political Science 1 4886	Framework for Democracy	26	6/19/06	Mon/Fri 8:00-8:30am Mon/Fri 1:00-4:30am
Psychology 5 4893	The Human Experience	26	6/19/06	Mon/Fri 9:30-10:00pm Mon/Fri 1:30-2:00pm

- **Please note the El Camino Channel can only be viewed on the Time Warner Cable network in the cities of Hawthorne, Gardena, El Segundo, Lawndale & Torrance. These programs are scheduled by the Community College Instructional Television Network (CCIN)**

Some Helpful Information

Get connected with **MyECC**. El Camino College's new internet based service is the best way to get connected to the college and the numerous services available online. Once registered through MyECC, students can apply, register, add & drop classes; get their **FREE** copy of the current class schedule; search for classes, make payments or view accounts; view test scores, check financial aid and award letter status; check grades; locate faculty; and print unofficial transcripts. To register go to **[http:// myecc.elcamino.edu](http://myecc.elcamino.edu)**

Students will also receive the latest campus updates and information further connecting them to the El Camino College community.

Office	Location	Phone Number
Admissions Office and Registration Information	Student Services Center, 1 st Floor	310.538.5700 or 310.660.6034
Bookstore	Northwest of Student Services Center, Below Cafeteria	310.660.3380
Cashiers Office	Administration Building, 1 st Floor	310.660.3157
Counseling Office	Student Services Center, 1 st Floor	310.660.3458
Financial Aid Office	Student Services Center, 2 nd Floor	310.660.3493
Library Media Technology Center (Computer Commons)	Schauerman Library, East Wing, Lower Level	310.660.6715
Periodicals/Reserve Dept., Schauerman Library (Textbooks on Reserve)	Schauerman Library, East Wing, Main Level	310.660.3528
Learning Resources Center (Free Tutoring)	Schauerman Library, 2 nd Floor, West Wing	310.660.3511 or 310.660.6012

All offices at ECC can be reached by calling 1.866.ELCAMINO

El Camino College Web Page: www.elcamino.edu

Your course instructor's name, telephone number, office hours and office location are in the course syllabus, which is distributed by the instructor.

A Few Words from our Students...

"As a mother of three, Distance Education has been a dream come true. A minimum number of class meetings allow me the opportunity to get an education and enjoy parenthood."

"The two things I like best about telecourses are few class meetings and the convenience to work at your own pace. I find that by videotaping the telelessons I can view the shows when I can give my full attention to actively viewing them."

"My wife and I are currently enrolled in our second class together. Not only do the courses allow us to continue our education, but they also allow for time together we would not have if we were taking on-campus classes."