

Distance Education (DE) Courses General Guidelines

Selected academic classes are taught using the Internet to send and receive course information. Most of these courses are presented in Blackboard, which is a Web-based course management system designed to allow students and faculty to participate in classes via the Internet. A few courses are presented in an instructor-designed website or on TWEN (the West Education Network). In all cases, the student will log onto a specified URL to participate in the class and to use tools and links for class activities and assignments. The majority of these classes do not require the student to attend class meetings in person on any campus; however, some of these classes will have a limited number of required meetings. Students should carefully read each course description to determine the level of face-to-face and/or on-line commitment necessary for the class. With a few exceptions, DE classes offered at CSL are regular semester-length courses with daily to weekly mandatory participation deadlines and requirements.

Skill Level

While Internet classes offer students additional and broader educational opportunities, the classes are not designed to teach computer or Internet skills. Students who do not have basic skills should register for a computer skills class at an undergraduate or using another on-line course provider prior to taking a CSL Internet-based class.

Basic Student Requirements:

- Mandatory attendance at in-person class meetings, if they are set up as part of the class. Some Internet classes may require you to attend meetings or labs at CSL. When registering online, students should read the course description for each DE class carefully to determine if there are any in-person requirements. If meetings are noted, they are mandatory, not optional.
- Access to a computer which permits students to view programming segments on streaming video, if required.
- Proficient basic computer and Internet skills. Before class begins, students must be able to: navigate the Internet using a browser; navigate among and between multiple open windows; open, close, and save files and attachments; and send and receive email attachments. If students do not have these skills, the professor may administratively drop you from the course.
- A mature learning style and the ability to be organized and self motivated.
- Effective written communication skills, attention to detail, and the ability to understand written information and communication.
- Mandatory class participation as required by the instructor. Students are likely to be contacted and are expected to participate using a variety of modalities (i.e. Interactive Videoconferencing, Email, Video, Chat Rooms, Telephone, Postal Mail, Instant Messaging, or other methods) through which student interaction is

monitored, evaluated, and assessed to ensure quality and effectiveness of interaction.

- Students can expect to have daily to weekly activities and assignments with strictly enforced deadlines. A discussion board is also often used for real-time discussion between the instructor and other students.
- Ability to contact the instructor independently via telephone or email in a timely manner with questions or problems.
- Frequent access to the student email account assigned to every student at CSL. Prior to the start of class, the Professor will send an email to each enrolled student's email box providing important information concerning class startup and including instructions on how to access the course website.
- Possession of a Registrar-assigned identification number for access to online resources and for proctored testing purposes, if required.
- Access to a computer with capabilities specified in the IT laptop policy document, http://www.charlottelaw.edu/downloads/student-services/CSL_Laptop_Requirement.pdf and dependable Internet access with a web browser capable of retrieving streaming video or other media files is required. Other software requirements may include having dependable access to Microsoft Word, Excel, PowerPoint, Acrobat Reader, Quick Time, Microsoft Media Player, Real Player, or other specialized hardware or software as specified by the professor.
- Other requirements as specified.