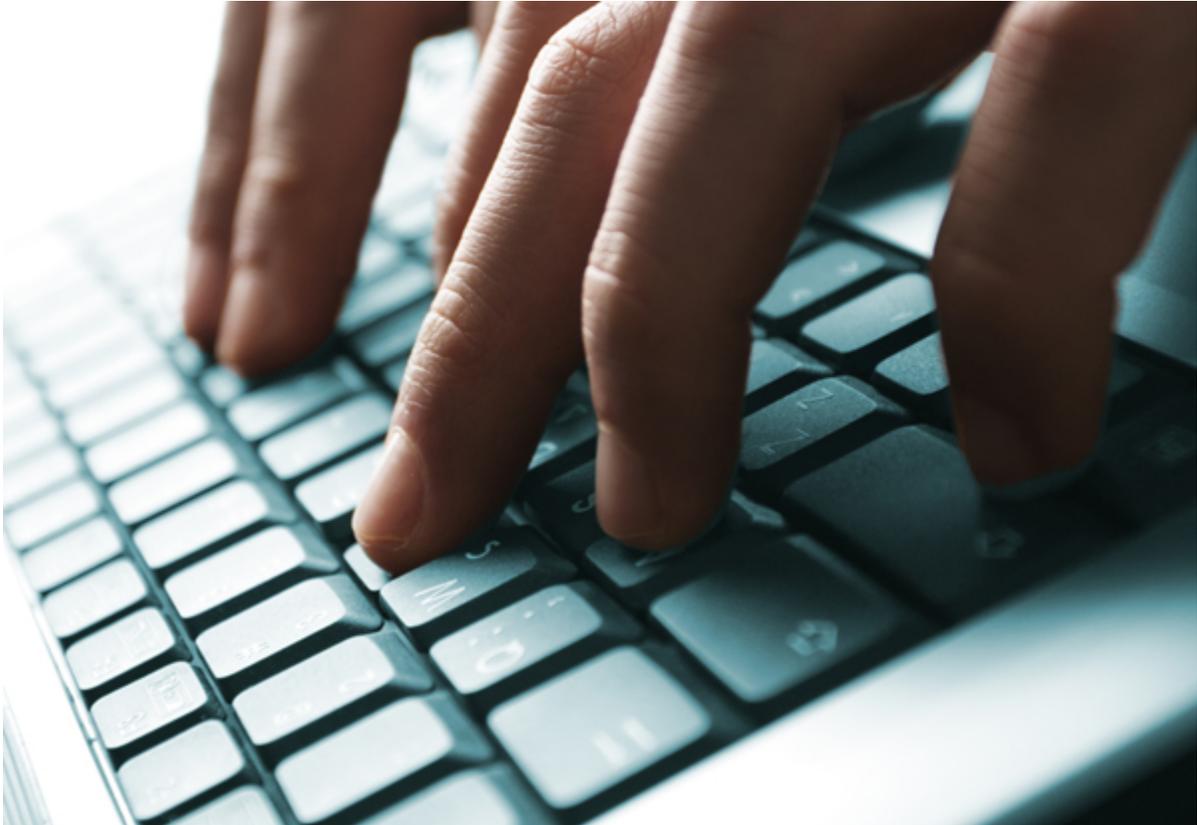




Distance Education



2020 - 2021

Student Handbook

P.O. Box 818 Baytown, TX 77522

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## **I. INTRODUCTION**

### **Welcome, Students!**

Welcome to the Lee College Online Education program. We are excited you have chosen to learn with us, and we look forward to helping you achieve your educational goals.

Online education is a convenient way to access the learning environment, and if you are new to online learning at our college, we understand that you may have many questions. This handbook is designed to provide distance education learners with specific information about Lee College student services, technical support, tutoring and policies.

Please use this handbook as a resource, but also remember that there are many dedicated employees at Lee College who are willing to assist you. Don't hesitate to use the contact information in this handbook and in your course information materials to find assistance with other questions you may have.

We want to provide you with the knowledge and skills to successfully navigate in the modern world!

### **Mission Statement of Online Learning at Lee College**

To provide educational opportunities to students through an alternative delivery method, Lee College faculty will provide and promote superior online learning in keeping with expectations of local industry and four-year institutions.

## **II. DISTANCE EDUCATION PROGRAM OVERVIEW**

### **Class Formats**

#### **Face-to-Face (FO)**

These courses are traditional synchronous, on campus, that provide face-to-face instruction in a traditional classroom on campus. However, courses may be enriched by the addition of an online component. This online component is hosted on Blackboard. Face-to-face courses must include the course syllabus and grades in Blackboard and may contain as little as 0% to as much as 100% of out-of-class activities such as homework problems, groupwork, assignments, or research in Blackboard. Face-to-face courses must have all scheduled instructional minutes in a physical classroom. All classes include the maintenance of a gradebook and the posting of the course syllabus in Blackboard Learn so students can access their grades/syllabus at any time during the semester.

#### **Hybrid (HY)**

Hybrid or blended courses are a combination of synchronous and asynchronous instruction. Students and instructors are not in the same physical setting for a majority (more than 50%, but less than 85%) of the

instructional time. The number of instructional minutes delivered face-to-face is no more than 50% of the total instructional minutes for the face-to-face course.

Typically, hybrid courses combine online and classroom components. The course syllabus will contain a section delineating the integration between face-to-face and online instruction. Additionally, it will discuss how the online environment connects and supports the classroom activities. Students must have Internet access, understand and be able to use email and the web, create and save documents in specific file formats and upload files as an attachment.

## **My-Flex**

My-Flex courses are technical and applied skill courses in a hybrid format in which, depending on the course, a portion of the class instruction will be delivered online and a portion will be on campus. Students will come to campus in small groups to complete hands-on learning and practical testing.

## **Hy-Flex**

A Hy-Flex course is delivered in-person and via video-conferencing at the same time by the same faculty member. Students can choose to attend via the video-conferencing tool or can come to campus and attend in person. Students can make this choice each class meeting.

## **Online (OL)**

Online courses are asynchronous. Students and instructors are NOT in the same physical setting more than 85% of the instructional time. Some courses may require face-to-face sessions totaling no more than 15% of the instructional time. This could include orientations, labs, proctored tests, field trips and/or other course requirements. Orientations may occur before the course's start date. Face-to-face requirements will be listed in the course syllabus. Faculty must have Internet access, understand and be able to use email and the web, create and save documents in specific file formats, and upload files as an attachment.

## **100% Online Course**

A course in which all of the tests, quizzes, and learning activities occur online. A course offered 100% online, meaning that there are no face-to-face sessions, is typically offered as asynchronous. However, faculty can choose to offer voluntary synchronous sessions and should schedule weekly office hours.

## **Lee Stream**

In this course modality, the course is delivered 100% online with designated synchronous meeting times in which the students and the instructor meet for class. All course content is delivered online with synchronous course meetings. A microphone, webcam, and internet are required. As with an online course, weekly office hours should be offered in addition to the synchronous course meetings.

***As course schedule symbols can mean multiple designations, faculty should provide clear notes in the course description related to the course modality and student expectations.***

Two charts outlining each of the above course delivery modalities is found on the following pages:

**Figure 1. Understanding the Difference Between Face-to-face, Hybrid, & My-Flex**

Teaching Online Certification & Blackboard Training	Delivery Method for Courses	Class Schedule Symbol	0% instruction Outside of Class	50% - 84% of Instruction Outside of class	Technical/Applied courses where majority of instruction is face-to-face with some online work.
Required beginning Fall 2020	Face-to-Face	F	Course content <b>Can Be</b> in Blackboard. Face-to-face courses must have all scheduled instructional minutes in a physical classroom. Face-to-face courses must include the course syllabus and grades in Blackboard and may contain as little as 0% to as much as 100% of out-of-class activities such as homework problems, groupwork, assignments, or research in Blackboard.		
Required	Hybrid	H0 or HY		All content <b>MUST</b> be in Blackboard. 51% - 84% instruction in Blackboard; The number of instructional minutes delivered face-to-face is no more than 50% of the total instructional minutes for the face-to-face course.	
Required	My-Flex	F or H			Technical and applied skill courses in a hybrid format in which a significant amount of class instruction will be delivered online. Students attend small group class sessions to complete hands-on learning and practical testing.

**Figure 2: Understanding the difference between Hy-Flex, Online, 100% Online, and Lee Stream**

Teaching Online Certification & Blackboard Training	Delivery Method for Courses	Class Schedule Symbol	Students have option of meeting face-to-face or Synchronously for instruction	85% - 99% Instruction is Outside of Class	100% of Instruction is Online	Class meets Synchronously for Instruction
Required	Hy-Flex	50	All content <b>MUST</b> be in Blackboard. Students have the option of meeting face-to-face with the instructor or synchronously via a virtual conferencing			
Required	Online	OL		All content <b>MUST</b> be in Blackboard. 85% - 99% Instruction in Blackboard; e.g. Classes will meet face-to-face no more than 15% of the time & may include orientations, labs, proctored tests, field trips, presentations, and/or other course requirements		
Required	100% Online	OL			All content, including tests, quizzes, learning materials, and learning activities are contained in the online class.	
Required	Lee Stream	S0				Students and the Instructor meet synchronously on a conferencing platform at designated times. All content, including tests, quizzes, learning materials, and learning activities are contained in the online course with synchronous class meeting times.

Classes may be offered in a variety of lengths throughout the semester. These include: 16-week, 13-week, 10-week, 8-week, 5-week, and 3-week sessions. Courses are offered online through Blackboard, Lee College’s Learning Management System ([LMS](#))

### III. HARDWARE/SOFTWARE REQUIREMENTS

#### Browser:

PC Users: Mozilla Firefox, Google Chrome, Internet Explorer\* (Better results with Mozilla Firefox or Google Chrome)

MAC Users: Safari, Mozilla Firefox, Google Chrome

Pop-up blockers need to be set to allow pop-ups from the [LMS](https://elearn.lee.edu/) site (<https://elearn.lee.edu/>). Cookies should be set to “Allow” from elearn.lee.edu.

#### Operating System:

PC Users: -, Windows 7, 8 or 10-

MAC Users: OSX 10.6 or higher

#### Blackboard Learn Help Homepage

Additional information can be found at the Blackboard help page:

[Blackboard Learn Help Homepage](#)

[Blackboard Learn Help Browser Support](#)

### IV. Free Software Programs for Students

Lee College provides Office 365 free to all students. Office 365 can be accessed for download to your device from the [Lee College Log In Page](#). In addition, students have access to the Premium version of Grammarly. The information about accessing Grammarly can be found in the announcement on the Blackboard landing page once you have logged into Blackboard.

### V. ARE DISTANCE EDUCATION COURSES RIGHT FOR ME?

Lee College provides a Blackboard Student Orientation Course where students can get a feel for how Blackboard works, investigate different assignment modalities, and increase his or her knowledge of online student learning.

If you have concerns about whether an online course is right for you, consider taking this [Online Learning Readiness Questionnaire](#) , The questionnaire is free and provides you with feedback as to your readiness for an online learning experience.

#### Blackboard Orientation Course

Students are strongly encouraged to take the Lee College Blackboard Orientation Course. This course takes you through the nuts and bolts of Blackboard Learn, the college learning management system.

You will get a basic understanding of how online courses are set up, how to upload assignments, participate in discussion boards, take tests, etc.

\*Your instructor may also provide a separate orientation for his/her specific class.

## **LibGuide for Students**

A number of resources for students are listed in the [Student Resource LibGuide](#). One of the tabs in this Student Resource LibGuide includes support for Blackboard which can be accessed on the [LibGuide Blackboard Help Tab](#).

## **Online Class Orientation**

Orientations are mandatory for all OL courses, and they may be online or face-to-face, depending on the instructor. Online students must contact instructors for orientation times and locations. During orientation, instructors will introduce themselves and provide any relevant course information.

## **Online Attendance Policy**

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.. – *FSA Handbook 2017-18, Volume 5, p. 61.*

## **Expectations of Students**

Students enrolled in distance education courses at Lee College are expected to maintain ongoing course engagement in order to uphold positive academic standing with the college. In an online environment, "attendance" is more than just logging into a course, or the Learning Management System (LMS). Online attendance is measured by your academic engagement with the course content, course tools, course instructor, and with other students in the course. The following is strongly recommended:

### **First Week of Class**

All Lee College online courses open on the first day of the term unless the course is a late-start or second eight week course, then the course will open the first day of the beginning of those scheduled courses. All Lee College online students are expected to login to the LMS (Blackboard) and access online courses during the first week of their classes. Students must engage in an academically related activity prior to the official census date.

### **Throughout the Term**

As the term progresses, all Lee College students are expected to maintain an ongoing online presence in their online courses by participating in course related activities. This may include, but is not limited to reading announcements, taking exams online, participating in group work,

posting to discussion forums, submitting assignments and carrying out the requirements set forth by the instructor.

It is a good practice to login to online courses several times a week to stay informed of news, announcements, grades, assignments, and other important course information.

### **Federal Student Aid and Online Attendance**

Federal regulations require that online students establish attendance/participation in coursework each term to be eligible for federal financial aid. Lee College verifies student attendance in accordance with this regulation.

*In a distance education context, logging into an online class is not sufficient, by itself, to demonstrate attendance by the student. Students must establish a record of participation in **academically related** activities in order to comply with this requirement.*

#### **Academically related activities include, but are not limited to:**

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters or
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation or
- participating in academic counseling or advisement.

Students who have not established attendance/participation in online courses may have their federal financial aid eligibility adjusted.

### **Cost of Online Courses**

Distance Education courses cost the same as on-campus courses. All students are assessed a flat technology access fee per semester of \$50.00. Students may use the “Tuition and Fees Table Calculator” at the Lee College Business Office Web page to calculate the cost of courses.

### **How do I register for Distance Education Courses?**

The Student Success/Counseling Center counselors are available to help students register for courses. Students may also register independently by logging into their MyLC account and registering for online courses.

## Privacy Statement

Students will retain the same rights to privacy in online courses as they would in a traditional classroom environment.

## VI. DISTANCE EDUCATION STUDENT SERVICES

### Blackboard Technical Support

Paula Lee  
281.425.6285  
[plee@lee.edu](mailto:plee@lee.edu)

### MyLC Help Desk

281.425.MYLC  
281.425.6952  
[helpdesk@lee.edu](mailto:helpdesk@lee.edu)

### Blackboard ALLY

Blackboard ALLY is a tool in Blackboard allowing students to view course materials in multiple formats including MP3, PDF, OCR, EPub, etc. Please access this link for additional information on how to view alternative formats of instructor content: [Blackboard ALLY](#)

### Writing Center

Located in the Lee College Library – use the link below to access Writing Center services and schedule an appointment.  
281.425.6534  
[wconline@lee.edu](mailto:wconline@lee.edu)  
[Writing Center Website](#)

### Math Lab

[Virtual Math Lab and Tutoring](#)  
281.425.6891

### Testing Center

Rundell Hall, 2<sup>nd</sup> Floor  
281-425-6262  
Lee College Testing Center – Hours of Operation:

Access to the Testing Center are limited due to the pandemic for fall 2020. Testing is conducted in a variety of ways, depending on your instructor. Exams may be given online through Blackboard or on campus in the testing center. It is important to communicate with the instructor and read the syllabus for testing schedules and locations. Instructors may have students use an Online Test Proctoring Service such as Respondus Lockdown Browser and Monitor or Honorlock at no cost to the student.

If you are required to test on campus, you must make an appointment and bring a photo ID. The Lee College testing center is located in Rundell Hall on the 2<sup>nd</sup> floor. Call 281.425-6262 for appointments.

## **Library Resources**

ATC Building, 1<sup>st</sup> Floor

Will Mayer

832-556-4017

[wmayer@lee.edu](mailto:wmayer@lee.edu)

[Library Service's - Distance Education](#)

## **Financial Aid**

Rundell Hall, 1<sup>st</sup> Floor

281.425.6389

[finaid@lee.edu](mailto:finaid@lee.edu)

[Financial Aid Website](#)

## **Title IX – Campus SaVE**

Title IX Coordinator: Dr. Rosemary Coffman, Associate Dean of Student Affairs

Rundell Hall, 107

281 – 425-6387

[Title IX – Campus SaVE Webpage for information and reporting](#)

## **Advising/Counseling Services**

**Location:** Rundell Hall, 1<sup>st</sup> Floor

**Phone:** 281.425.6384 or 800.621.8724

**Fax:** 832.556.4004

**E-mail:** [counselor@lee.edu](mailto:counselor@lee.edu)

[Counseling Center Website](#)

- Mon.-Tue.: 7:30 a.m.-7:30 p.m.
- Wed.: 7:30 a.m.-5:15 p.m.
- Thu: 9:00 a.m.-5:15 p.m.
- Fri.: 7:30 a.m.-12:30 p.m.

\*Limited services at the Student Advising and Success Center are available Thursday mornings from 7:30-9:00 a.m. prior to opening. Walk-ins and/or appointments for Advising/Counseling are scheduled to begin 30 minutes after opening and end 30 minutes before closing.

## **Disability Services/Access Center**

K-Leigh Villanueva

Rundell Hall, 1<sup>st</sup> Floor

832.556.4069 or 281.425.6217 for appointments

[kvillanueva@lee.edu](mailto:kvillanueva@lee.edu)

[Disability Services - Access Center Website](#)

## Veterans Counseling

Tiffany Winchester  
Rundell Hall, 1<sup>st</sup> Floor  
832.556.4300 or 832.556.4302

[twinchester@lee.edu](mailto:twinchester@lee.edu)

[va@lee.edu](mailto:va@lee.edu)

[Veteran's Center Website](#)

## Text Alerts

Sign up at: [Text Alert Sign up Website](#)

Lee College has a state-of-the-art notification system that is capable of sending you notifications instantly and simultaneously on several kinds of devices. You may choose to receive notifications on your:

- Mobile phone (text message)
- Blackberry
- Wireless PDA
- Pager
- E-mail address
- Lee College website
- Google, Yahoo, or AOL home page

You will receive information about:

- Weather cancellations and delays
- Emergency conditions
- You may also check on any of the optional groups listed from which you would like to receive notifications.
- To register, you must fill out the form on the Web. To complete the process, make sure your cell phone is powered on.

## VII. FREQUENTLY ASKED QUESTIONS

Online courses are often the answer for students who are busy, have difficulty driving to the college, or live far away. With a different format from the traditional learning environment, students should consider a number of factors to determine their chances for success. These FAQs below may help you determine your readiness to successfully complete such courses.

### 1. Are online classes easier than traditional classes?

No. Online classes are more difficult due to the amount of self-discipline, motivation and time that is required to successfully complete an OL class. While they do offer flexibility and convenience for people with already busy schedules, the motivation for completing the assignments, taking the tests and all other requirements falls to the student. The student must log in everyday to the course to check for announcements, updates, new postings, etc., and take

the appropriate actions. Most online courses are NOT self-paced and do have deadlines for turning in assignments and taking tests, just like a traditional class.

## **2. How do you know if online classes are a good fit?**

Distance Education classes are definitely not for everyone. In a typical online class, the student will be working independently and in an asynchronous environment. This means there is not much real-time interaction between the students and the instructor. In addition to good typing, reading, and communication skills, there are a number of general computer skills needed, too. You need to be able to attach documents, upload and download files, email, and post discussions. The successful online student is self-motivated, has good time management skills, self-discipline, and is independent.

## **3. Are online courses accessible from anywhere?**

Yes, it is available anywhere that has high-speed Internet access. If you have Internet access, you should be able to access your courses. People considering online courses need to consider what type of Internet service they have access to. If only dial-up Internet is available, distance education courses may not be the answer to your education needs. If the Internet service in your area is not ideal, check out other resources in your area that might be better, such as the public library.

## **4. Will I be required to come to campus during the semester if I am taking an online course?**

It is a possibility:

- Courses marked as “H01” are “Hybrid” and 51%-84% of instruction will occur in Blackboard.
- Courses marked as “OL” will have 85%-100% of instruction will occur in Blackboard
- Some instructors do require that students come to campus to take their exams.
- Depending on the course, students might also be required to come to campus for activities related to course work, such as lab work or group projects.

## **5. How much time is required for on online class?**

An online class is typically going to require significantly more time than a traditional one. Students should understand that each hour of class credit requires three hours per week: one hour in lecture and two hours personal study/homework. For example, a three-hour course requires nine hours per week, three hours in class and six hours on your own. It is the student’s responsibility to login and check for announcements, emails, new discussion postings, assignments or assessments that have been released and complete the work. In addition, students should not wait until the last minute to submit assignments or take exams or assessments. Technical glitches are a very real possibility. If something does happen while taking an assessment or trying to submit assignments, students should notify the instructor immediately.

## **6. Since the class is online, does that mean it is self-paced, or can the student complete it whenever?**

No. The majority of online classes will have assignments and assessments with due dates associated to them. If a student fails to complete them on time, the student will not be able to access and submit them. Students need to contact their instructors immediately if they are having technical trouble with assignments/assessments or any other part of their online course. Again, it is important to complete work in advance, and **not** to try to complete course material immediately before the deadline.

## **Do all online and hybrid classes use Blackboard?**

Yes, every instructor uses Blackboard.

## **7. What is Blackboard?**

Blackboard is a company that develops Learning Management Systems. It is a self-contained place to present material to students. Blackboard can be used in a variety of manners, such as online or hybrid instruction, or to enhance a traditional class. It can also serve as a virtual community for users, such as the drafting community, the nursing community, honor societies, or faculty learning communities. The advantage of Blackboard is that it is self-contained, so sensitive information is not accessible to unauthorized users.

## **8. Is there a test that I can take to measure my readiness for online education courses?**

Yes! Lee College would like every student to be successful. Students can access the Blackboard Student Orientation Course in order to gain familiarity with the online learning environment.

## **9. Do I need to own a computer?**

Yes. Online courses are designed for the student who wants to study at a different location than the college, and has high-speed Internet access. If you do not have ready access to a computer or only have access to dial-up service, you should seriously consider taking the course in either a Hybrid or traditional setting.