SANTIAGO CANYON COLLEGE DISTANCE EDUCATION FACULTY HANDBOOK 2015

Santiago Canyon College

Distance Education

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copyright).

- Know how to resolve basic copyright/licensing questions and when and who to ask for more help.

- Realize and respect the ethical/moral aspects involved in using materials protected by copyright.

- Be able to answer a variety of copyright questions and solve specific case studies.

The Teach Act

The Technology, Education, and Copyright Harmonization (TEACH) Act of 2002 extend an instructor's legal use of copyrighted materials in online instruction at accredited nonprofit education institutions. Applying the TEACH Act is complex and relies on the instructor's adherence to a specific set of criteria. Faculty are encouraged to speak directly with members of their own institution to understand if specific use of copyrighted materials in their online classes is within the guidelines of the TEACH Act. Faculty may find the resource, THE TEACH ACT: HOW THE LAW AFFECTS ONLINE INSTRUCTION created and shared by Florida State University helpful.

Creative Commons

Dialogue about the friction between copyright law and digital media have led to the development of Creative Commons. Creative Commons (CC) provides flexible copyright licenses that copyright owners may choose to apply to their work. The CC licenses grant more flexibility than traditional copyright but not as much as "public domain." A work in the public domain may be used freely. A Creative Commons licensed work still requires the user to adhere to specific guidelines but may be as simple as "crediting the author." The popularity of CC has resulted in the fostering of a culture of sharing and there are now thousands of works online that faculty may use without violating copyright. If the instructor is seeking images or audio for a class, it is in the interest of the instructor to check for CC licensed work. The following link can be helpful in this regard: What is Creative Commons.

Unit of Credit

A unit of credit is approximately one hour of class plus two hours of study per week, or three hours of laboratory per week carried through the term. For each hour of lecture/discussion, two hours of preparation are assumed. To receive credit, the student must be officially enrolled in the course. Students not officially enrolled by the proper date will not receive credit for the course, even if they complete all course work.

Important Policies

Course Expectations

Orientation and Student Readiness

Orienting students to online learning is an important first step in ensuring student success in online classes. SCC faculty shall provide students with a link to SCC's online readiness orientation or an external "Are You Ready for an Online Class" quiz or presentation.

Please consider making a screen capture video of your course so that students get and overview of the structure of your online class. Also, please consider writing a welcome letter to your students including the following.

1. Welcome your student to the class in an encouraging tone
2. Explain the "Course Basics" including:
    a. The name of your course and
    b. The date it begins
    c. The duration of the course
    d. Blackboard login information (consider emailing this list to your students as well as posting it in Blackboard)
    e. A link to Blackboard's log-in
3. Prepare your students for a successful start by including the following items:
    a. The estimated number of hours each student should expect to commit to this course
    b. Clarify if this is a fully online class or if there are campus visits required (if so, specify what these visits are for and, if possible at this point, how many there will be and provide the dates of the visits)
4. Where students should go or who they should contact (a URL is fine) if they have trouble logging into the your course or don't understand how to log in
5. The campus-approved DSPS statement.
6. At least one resource for new online students (details about a new online student orientation or a link to an external "Are You Ready for an Online Class" quiz or presentation)
7. Your preferred method of contact

Online students often have an expectation that they can do their work on the weekends and, therefore, may not log in to Blackboard on the first day the course begins. We want to engage our students quickly but we don't want to drop students too quickly, either. Remember that online students are not enrolled in a "Monday" class and many online