

CENTER FOR DISTANCE AND INNOVATIVE LEARNING

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Degrees Available (p. 2) (See below)

The Center for Distance and Innovative Learning (CDIL) supports distance learning to provide greater access to credit courses, degree programs, and certificates. Online and hybrid/blended courses are supported by a learning management system (LMS), accessed from the Rhodes State College website. Students must have access to a computer and the Internet to take these distance learning courses. Instructions on accessing the learning management system are mailed to students before the term begins.

Online courses are delivered online through regular and substantive interactions between the instructor and students as well as among the students. Online courses allow students the flexibility to learn at home, work or anywhere with internet access by completing learning tasks, communication, and collaboration. Some online courses are supplemented by a course information packet, study guide, and/or textbook that is available either in hard copy or in electronic format.

Assignments are usually submitted online, but in some cases may be delivered, faxed, or mailed to the instructor's office. Some online courses require on-campus or proctored exams and/or labs. The instructors are available online, by telephone and/or e-mail, or in person during office hours to assist students. Online courses must be completed during the term in which the student is registered to take the course.

Online students need to be highly motivated, organized, and self-directed learners. Online students need to be technically literate and able to meet the requisite skills listed in Technical Skills Needed. Online courses are designated in the class schedule as Section 900, 901, 902, 903, etc.

Hybrid/Blended courses allow students to participate in both face-to-face classroom instruction and supplemental instruction from a distance, sometimes using two-way audio, two-way video conferencing equipment. Students are expected to alternately attend regularly scheduled class/lab periods on campus and to have the motivation to study and complete course work from a distance. Supplemental course work may consist of video, online, podcast, webcast or self-directed instruction. Specific information regarding the supplemental course instruction is given to students during the scheduled class period. Blended courses must be completed during the term in which the student is registered to take the course. The learning management system will support regular and substantive communication with the instructor and fellow students. On-site or proctored exams may be required. Blended courses are designated as Section 950, 951, 952, 953, 954, etc.

Technical Skills Needed

Technical Skills Needed to be successful in a distance education course:

- Ability to send and receive email, with attachments, using the campus email system;
- Ability to use Windows operating system;
- Ability to navigate your computer's desktop;

- Ability to use the mouse;
- Ability to use a web browser such as Firefox or Google Chrome
- Ability to locate information on the Internet by searching;
- Ability to use the keyboard and word processing software;
- Ability to save files onto a USB flash drive;
- Ability to use virus scanning software;
- Ability to find files located on another drive (such as on your hard drive or a flash drive);
- Ability to save files in different file formats or types (such as saving a Works file as Word file, OR as an .rtf file, OR saving a spreadsheet as an .xls spreadsheet)

Recommended Computer Specifications

Student's computer should meet the **minimum** suggested specifications:

- Windows 7+ or Macintosh OS X 10.6.8
- 2 GHz Processor
- 1 GB RAM
- A High-speed Internet connection is required.
- Webcam and microphone are recommended.

Minimum Software Requirements:

- Mozilla Firefox
- Google Chrome
- Java
- Adobe Reader
- Adobe Flash Player
- Apple Quicktime
- Windows Media Player
- Microsoft Silverlight

If a personal firewall is enabled on the home computer, make sure it allows video through to the computer. Other applications needed for online or blended courses with webcast lectures include: Windows Media Player 10, current virus scanning software and spyware software. Microsoft Office 2010 or later (Word, Excel, PowerPoint) is the standard application used on campus and needed by most students. Some computer courses may also require the Microsoft Access database program; Active X should be enabled. Additional free applications are needed: Adobe Acrobat, Flash, Quicktime and/or Real Player, Shockwave (all free downloads) and a printer will be required for some assignments.

General Information

Distance education classes are not easier than traditional classes, just more flexible. Students will spend the same amount of time to complete an alternative format class as they would if attending a traditionally-structured class. Use the following table to determine amount of time needed to complete classes:

Estimated Class Completion Time Per Class Credit Hour

	Course Material	Homework	Total Hours Per Week
1 credit class	1 hour	2 hours	3 hours
2 credit class	2 hours	4 hours	6 hours
3 credit class	3 hours	6 hours	9 hours
4 credit class	4 hours	8 hours	12 hours

5 credit class 5 hours 10 hours 15 hours

Attendance. Although distance education courses offer students the option of completing a majority of their work off campus, attendance will be tracked as an indication of progress. This means that all students must be actively working on all currently enrolled courses. Assignments must be turned in on time, and regular contact with the instructor is also required. Weekly progress on course assignments and projects is needed to gain an understanding of the course's content and to satisfactorily demonstrate required competencies. Lack of progress will negatively impact the earned grade, and, if flagrant, could result in a grade of "E".

Current information regarding distance education courses can be found at www.RhodesState.edu.

Degrees Available

Fully Online Two-Year Programs

- Business Administration
- Business Management
- Corrections
- Marketing
- Human Resources
- Office Administration – Executive Administrative Assistant
- Operations Excellence Technology

Fully Online Certificates

- Business Administration
- Business Management
- Marketing

Hybrid/Blended Two-Year Programs

- Digital Media Technology
- Human Service
- Office Administration – Medical Administrative Assistant

Hybrid/Blended Certificates

- Accounting Clerk
- Digital Media Technology
- Office Publications
- Office Software
- Pregaming Design
- Social Media
- Video and Graphic Specialist
- Web Programming/Computer Programming

For More Information

For more information regarding courses that are available through the Center for Distance and Innovative Learning, contact the Office of Admissions and Advising at (419) 995-8320. Website: www.RhodesState.edu.