

VA CERTIFICATION FOR ONLINE COURSES

In order to meet VA certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the internet or other modes of distance learning, York Technical College acknowledges that these courses are part of the college's approved curriculum, are directly supervised by the college, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The college provides an assigned instructor for each course. The college requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course. Further, the student must demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving emails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the college requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the college for its resident courses. All students participating in online classes must comply with the college's attendance procedure for online students. This information is available in the course syllabus.

Information for Online, Hybrid, or Telecourse Students

At York Technical College we offer several different types of courses. These include traditional face-to-face instruction, online courses, hybrid courses, and telecourses. Much of your class preparation will be similar regardless of the type of course. Even though these courses don't have set meeting times for all components, you will still need to prepare for and participate in the course assignments detailed in the course calendar and syllabus and meet all established timelines for completion.

The following definitions provide clarification of common terms for YTC courses regardless of the course delivery method:

- Lecture Hours/Wk : Lecture refers to time spent interacting with content, instructor, and/or peers. Mechanisms of interaction may include PowerPoint presentations, written lessons, synchronous and asynchronous discussions, group activities, audio/video presentations, streaming audio, and/or streaming video.
- Discussions: Synchronous (real-time) and asynchronous (anytime) communication that can be accomplished, but not limited to, email, chat, discussion board, Elluminate, and/or telephone.

- Assignments/Tests: An evaluation activity that can be delivered using the Internet or traditional methods.
- Student Conduct: Identical standards of conduct are expected regardless of delivery method.
- Attendance: Measured by student contact with instructor. Course contact can be defined as logging into the course and using a tool such as "Content," "Discussions," "Dropbox," or "Quizzes." Instructors should publish the required student contacts in the course materials given to students. Contact can also be defined as a phone call with the instructor or a face-to-face visit with the instructor.

The following statements clarify how standard policies are applied to students enrolled in online and telecourses:

- Evaluation Strategies/Grading: The grading system used for students enrolled in distance learning courses is the same as for students in traditional classes.
- Assignments/Examinations: Distance learning students must complete all assignments and examinations using the same timeline for completion as those required for traditional students. All students will complete any assignments requiring a proctored setting in an approved Assessment Center.
- Contact Requirements: While all distance learning students are encouraged to maintain regular contact with their instructors, students who are receiving veterans' benefits are required to maintain weekly contact with their instructors to maintain eligibility for their VA benefits.
- Contact can be defined as an email, turning in an assignment, a phone call, logging into the course, or a face-to-face visit with the instructor. It is especially important that students contact the instructor at least once during the drop period and during the second week of the class to establish attendance in the course.
- Attendance Procedure for Distance Learning Students: York Technical College has an attendance policy that applies to both face-to-face and distance learning classes. If you miss 10% of the class, you may be withdrawn. In online classes, attendance is established by logging in to the course on a regular basis and /or completing assignments and assessments. Specific criteria for establishing attendance may be defined by individual instructors. Please contact your instructor for specific criteria within that course.

Chart for Inactivity

16-week class = 1.6 weeks of inactivity

12-week class = 1.2 week of inactivity

10-week class = 1 week of inactivity

8-week class = 0.8 weeks of inactivity

5-week class = 0.5 weeks of inactivity

For determining the student's last date of attendance, online faculty use the User Progress tool in Desire2Learn (D2L), hybrid faculty use a combination the the User Progress tool and face-to-face attendance, and telecourse faculty use the last date of contact.

Other Required Materials, Tools, and Equipment

Online Courses – Students who are enrolled in an online course must access the D2L login page by going to www.yorktech.edu and clicking on D2L under Web Tools. The formula for the username and password are on the login page of D2L. Online course technical requirements include a computer that has been manufactured no earlier than 2002 with at least a 300 mhz processor and 256 MB RAM, running either Windows XP, Vista, Windows 7, or MAC OS X.

Hybrid Courses – Hybrid courses may be taught using a combination of methods such as in a face-to-face classroom with an online, clinical, and/or laboratory component. If an online component is used, the student is required to have computer access with an internet connection. Computer requirements are listed under Online Courses above.

Telecourses – Telecourses may consist of a combination of prepackaged video instruction, textbooks, study guides, online activities, and instructor support. Some text-based courses may not have a video component. Student requirements for telecourses may include access to a DVD for viewing videos, a rental fee for video-based courses, computer access with an internet connection, and completion of assessments/projects at an approved Assessment Center.