



PENINSULA  
COLLEGE

1502 East Lauridsen Boulevard • Port Angeles, Washington 98362

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# Student Handbook for Video Courses

Spring Quarter 2007

<http://pc.ctc.edu/academics/telelearning/telecourse/default.asp>

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## Welcome to Peninsula College Video Courses

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**Distance Learning** is flexible learning, using telecommunications technologies to expand student access to college curricula and to provide more convenient learning options. Distance Learning at Peninsula College includes three different delivery technologies:

- **Video Courses** (Video Tape or Wave Broadband)
- **Interactive Television** (ITV)
- **Web-Based Courses** (WAOL and WebCT)

A telelearning student must be an independent and self-motivated learner. The information presented in this booklet should answer many of your questions about Video Courses.

For further information about Distance Learning, visit our website at:

<http://pc.ctc.edu/academics/telelearning/telecourse/default.asp>

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### Video Courses: Spring Quarter, 2007

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<b>Course</b>	<b>Course Title</b>	<b>Instructor</b>
ENG 101	English Composition I	Lynn Hovde
ENG 102	English Composition II	Kate Reavey
ENV 101	Intro to Environmental Science	Suzanne Gray
HIST 260	U. S. History I	Darcie Langone
PO SC 120	American Government	Dr. Dan Bush
PSYCH 205	Growth & Development	Diane Porter-Brown
SPAN 101,102,103	Elementary Spanish	Carol Grady-MacRae

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## IMPORTANT HOURS TO REMEMBER

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Holiday schedules may differ!

<b>Bookstore Hours:</b> Building J	Monday – Thursday	7:45 a.m. to 4:30 p.m.
	*Monday & Tuesday	7:45 a.m. to 7:00 p.m. *(first 2 weeks of quarter)
	Friday	7:45 a.m. to 3:00 p.m.
	Saturday & Sunday	Closed

<b>Computer Lab Hours:</b> Room G-1	Monday, Thursday & Friday	8:00 a.m. to 5:00 p.m.
	Tuesday & Wednesday	8:00 a.m. to 9:00 p.m.
	Saturday	12:00 noon to 5:00 p.m.
	Sunday	5:00 p.m. to 9:00 p.m.

<b>Library Hours:</b> Building A	Monday and Thursday	8:00 a.m. to 7:00 p.m.
	Tuesday and Wednesday	8:00 a.m. to 9:00 p.m.
	Friday	8:00 a.m. to 4:00 p.m.
	Orientation Saturday (04/14/07)	9:00 a.m. to 2:00 p.m.
	Saturday	Closed
	Sunday	5:00 p.m. to 9:00 p.m.

<b>Learning Center:</b> Clocktower (2 <sup>nd</sup> floor) Writing Response & Tutoring	Monday – Thursday	8:00 a.m. to 4:00 p.m.
	Friday	8:00 a.m. to 2:00 p.m.
Research & Writing Lab	Monday and Wednesday	2:30 p.m. to 5:00 p.m.
	Tuesday & Thursday	1:00 p.m. to 5:00 p.m.
	Friday	1:00 p.m. to 3:00 p.m.

<b>Math Lab:</b> Room G-5 Drop-In Tutoring Only	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Evening and Weekend Hours	Call 360.417.6365

<b>Extension Sites:</b> Forks	Monday – Thursday	8:00 a.m. to 7:00 p.m.
	Friday	8:00 a.m. to 5:00 p.m.
Port Townsend	Monday – Friday	9:00 a.m. to 4:30 p.m.

## E-mail Account

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If you do not already have an e-mail account, consider signing up for a free account at any one of numerous free Web mail services. Some of the most popular include Hotmail @hotmail.com (<http://www.hotmail.com/>) or Yahoo mail @yahoo.com (<http://www.yahoo.com/>). If you want to consult a directory of free mail services, you can access one at [http://www.emailaddresses.com/guide\\_types.htm](http://www.emailaddresses.com/guide_types.htm). E-mail is a very effective way to communicate with your instructor and classmates!

If you do not have a personal computer at home, you may access computers at any Peninsula College locations in Forks, Port Townsend or Port Angeles. You are welcome to use the computer lab(s) at any of these sites.

## Tips for Success

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Successful students have offered some valuable hints to pass on to you.

1. **Determine your viewing schedule.** Instructors provide a list of programs you should be watching each week. Please look under *Video Rental & Cablecast Information* for details on viewing options.
2. **Develop a plan of study and stick to it.** Here is one suggested study plan:
  - a. Read the study guide chapter for each video program before viewing. Pay special attention to the “*Learning Objectives and Overview.*”
  - b. Read the corresponding text assignment. Look up the “Key Terms” and study the “*Textbook Focus Points.*”
  - c. Watch the Videos.
  - d. Review the *Study Guide* chapter. Study the “*Video Focus Points.*” Test yourself with the “*Practice Test*” and complete any “*Enrichment Opportunities.*”
  - e. Try to determine a personal relevance for the material that has been presented.
3. **Recruit a study group.** Identify one or more classmates and make arrangements to study together by phone, e-mail or in person. Work together to review assignments, discuss the video programs and prepare for tests.

Port Townsend students taking distance learning courses and wanting to meet with others in the class may do so by calling the Peninsula College extension site at: (360) 385-4605 and arranging a time for their group to meet and study.

4. **Avoid interruptions.** Let your family or roommates know about your study schedule, and ask them not to disturb you while you are studying. Try to avoid any interruptions or distractions while you are working on your video course assignments.
5. **Ask for help.** Contact your instructor when you have questions about course content—it is the instructor’s responsibility to facilitate your learning. Instructors are available by phone or e-mail (see information under specific course). Attend the on-campus discussion/review sessions. These sessions give you an opportunity to have your questions answered and interact with other students. These sessions are also valuable when you are reviewing course materials before tests.
6. **Keep a copy of all homework assignments. If you email your assignments, cc a copy to YOURSELF.**

## **Video Rental & Cablecast Information**

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You may view the video programs on Channel 21 (Wave Broadband broadcast area) or rent a complete set of videos.

Lessons are approximately thirty minutes long with two to four lessons per video.

### **DVD Purchase**

\*NEW – Lessons are available on DVDs for **purchase** in the campus Bookaneer bookstore.

### **Video Rental**

You may choose to rent the entire video series.

#### To rent from Peninsula College:

You may pay the \$35.00 rental fee to the Business Office, or to either extension site. You will then need to take your receipt to the Distance Learning office in L-24C to sign a rental agreement and pickup a set of tapes. **On orientation Saturday, April 14 only**, the Distance Learning Office can accept rental fee payments.

#### To rent from R.M.I.:

Call R.M.I. Telecourse Rental at 1-800-745-5480 or order through Telecourse On-line at: <http://www.rmimedia.com/>. The cost is a nonrefundable \$55.00 per course, plus shipping and handling for VHS, DVD and CD-ROM rentals. The only reason a refund would be given is if the college or university drops the course after you have enrolled.

## **Orientation**

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You are **required** to attend the **mandatory** orientation session. Orientation times and locations are listed under *Specific Course Information* (starting on page 9). Instructors will distribute course information at this time. **If you cannot attend, you must contact your instructor one week prior to orientation to get all course information.**

Textbook and study guide information is listed under *Specific Course Information*.

**Video Course textbooks will not be available at the extension sites. Instead, you may**

- (1) **Purchase your textbooks online** at: <http://pc.ctc.edu/enrolled/bookstore.asp>
- (2) **Purchase your textbooks at Orientation (Saturday), or**
- (3) **Call the Bookstore (417-6440 or 1-877-452-9277 x6442) to make other arrangements.**

## **Homework**

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All homework assignments are sent to the instructor via surface mail unless the instructor has stated differently. You are strongly encouraged to make copies of all homework for your records. **Label your envelopes with course name; course number and instructor name.** If you are on the Peninsula College campus you may leave your assignments in the instructor's mailbox or in the "Telecourse" mailbox in the copy room of the administration building (Building C, Room C-28).

Homework assignments will be handed back at the discussion/review sessions. Assignments not picked up at the discussion session will be handed back at the midterm exam. If you would like your homework assignments returned before the midterm exam you must enclose a self-addressed (including a return address), stamped envelope with each assignment. Please remember that oversized and/or overweight assignments will require extra postage. All assignments not picked up at the final exam will be destroyed.

## **Review Sessions**

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You are **strongly** encouraged to attend the review sessions. Instructors will cover important information, each student will have an opportunity to ask questions, and students get input from others in the course.

## **Exams** (*dates and times*)

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### **Port Angeles** (*campus*)

#### **EXAMS WILL BE HELD ON THE FOLLOWING DAYS**

**Midterm:** May 19, 2007 (Saturday)

**Final:** June 23, 2007 (Saturday)

See *Specific Course Information* for time and place.

### **Forks** (*extension site*)

#### **EXAMS WILL BE HELD ON THE FOLLOWING DAYS**

**Midterm:** May 18, 2007 (Friday)\*

**Final:** June 22, 2007 (Friday)\*

**\*You must make an appointment to take the exams  
at the FORKS site, 360-374-3223.**

### **Port Townsend** (*extension site*)

#### **EXAMS WILL BE HELD ON THE FOLLOWING DAYS**

**Midterm:** May 18, 2007 (Friday)\*

**Final:** June 22, 2007 (Friday)\*

**\*You must make an appointment to take the exams  
at the PORT TOWNSEND site, 360-385-4605.**

**IF YOU CANNOT MAKE THE SCHEDULED DATE FOR YOUR TEST, YOU MUST MAKE OTHER ARRANGEMENTS IN ADVANCE WITH THE INSTRUCTOR.**

- All makeup exams will be taken on the main campus in Port Angeles.
- Maximum time allowed per exam is two hours.

## **Helpful Websites:**

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About Distance Learning: <http://pc.ctc.edu/academics/telelearning/about/default.asp>

Bookstore: <http://pc.ctc.edu/enrolled/bookstore.asp>

Financial Aid: <http://pc.ctc.edu/prospective/financialaid/default.asp>

Library/Media Center: <http://pc.ctc.edu/enrolled/lmc/default.asp>

Peninsula College: <http://pc.ctc.edu/>

**Distance Learning:** <http://pc.ctc.edu/academics/telelearning/default.asp>

Distance Learning Courses: <http://pc.ctc.edu/academics/telelearning/telecourse/quarter.asp>

Distance Learning Faculty: <http://pc.ctc.edu/academics/telelearning/telecourse/telefaculty.asp>

## SPECIFIC COURSE INFORMATION

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<b>ENG 101</b>	<b>ENGLISH COMPOSITION I (5cr.)</b>
<b>Instructor:</b>	Lynn Hovde
<b>Phone:</b>	360-417-6513 (please listen for prompt to leave message)
<b>E-Mail:</b>	<a href="mailto:lynnh@pcadmin.ctc.edu">lynnh@pcadmin.ctc.edu</a>
<b>Mailing Address:</b>	1502 E Lauridsen Blvd Port Angeles, WA 98362
Text books: <b>Required</b>	“Concise Wadsworth Handbook” “The Riverside Reader”
Study Guide: <b>Required</b>	“Telecourse Study Guide For English Composition”
Online Component:	<a href="http://www.waol.org/home/default.asp">http://www.waol.org/home/default.asp</a> Click on Blackboard
Telecourse Series:	<i>Writing for an Audience</i>
Video Lessons:	26, ½ hour lessons
<b>Room: G-9</b>	<b>Time: 9:00 a.m. - 11:00 a.m.</b>
Mandatory Orientation: <b>Required</b>	April 14, 2007
Discussion/Review Sessions:	May 12, 2007 and June 16, 2007
Midterm Exam:	May 19, 2007
Final Exam:	June 23, 2007
<b>ENG 102</b>	<b>ENGLISH COMPOSITION II (5cr.)</b>
<b>Instructor:</b>	Kate Reavey
<b>Phone:</b>	360-417-6488 (please listen for prompt to leave message)
<b>E-Mail:</b>	<a href="mailto:kater@pcadmin.ctc.edu">kater@pcadmin.ctc.edu</a>
<b>Mailing Address:</b>	1502 E Lauridsen Blvd Port Angeles, WA 98362
Text books: <b>Required</b>	"Literature: An Introduction to Reading and Writing"
Study Guide: <b>Required</b>	“Literary Visions: A Study Guide”
Online Component:	<a href="http://www.waol.org/home/default.asp">http://www.waol.org/home/default.asp</a> Click on Blackboard
Telecourse Series:	<i>Literary Visions</i>
Video Lessons:	24, ½ hour lessons
<b>Room: G-9</b>	<b>Time: 11:00 a.m. - 1:00 p.m.</b>
Mandatory Orientation: <b>Required</b>	April 14, 2007
Discussion/Review Sessions:	May 12, 2007 and June 16, 2007
Midterm Exam:	May 19, 2007
Final Exam:	June 23, 2007

**ENV 101 INTRODUCTION TO ENVIRONMENTAL STUDIES (5cr.)**

**Instructor:** Suzanne Grey  
**Phone:** 360-417-6513 (please listen for prompt to leave message)  
**E-Mail:** [suzanneg@pcadmin.ctc.edu](mailto:suzanneg@pcadmin.ctc.edu)  
**Mailing Address:** 1502 E Lauridsen Blvd  
Port Angeles, WA 98362

Text book: **Required** "Principles of Environmental Science"  
Telecourse Series: *Preserving the Legacy: Intro to Environmental Technology*  
Video Lessons: 13, ½ hour lessons

**Room: F-1 Time: 9:00 a.m. -11:00 a.m.**

Mandatory Orientation: April 14, 2007  
**Required**  
Discussion/Review Sessions: May 12, 2007 and June 16, 2007  
Midterm Exam: May 19, 2007  
Final Exam: June 23, 2007

**HIST 260 U. S. HISTORY I (5cr.)**

**Instructor:** Darcie Langone  
**Phone:** 360-417-6513 (please listen for prompt to leave message)  
**E-Mail:** [darcie@pcadmin.ctc.edu](mailto:darcie@pcadmin.ctc.edu)  
**Mailing Address:** 1502 E Lauridsen Blvd  
Port Angeles, WA 98362

Text book: **Required** "The Unfinished Nation: A Concise History of the American People"  
Online Component: <http://www.waol.org/home/default.asp> Click on Blackboard  
Telecourse Series: *The Unfinished Nation*  
Video Lessons: 16 ½ hour lessons

**Room: G-8 Time: 11:00 a.m. - 1:00 p.m.**

Mandatory Orientation: April 14, 2007  
**Required**  
Discussion/Review Sessions: May 12, 2007 and June 16, 2007  
Midterm Exam: May 19, 2007  
Final Exam: June 23, 2007

**PO SCI 120****AMERICAN GOVERNMENT (5cr.)**

**Instructor:** Dr. Daniel Bush  
**Phone:** 360-417-6513 (please listen for prompt to leave message)  
**E-Mail:** [danielb@pcadmin.ctc.edu](mailto:danielb@pcadmin.ctc.edu)  
**Mailing Address:** 1502 E Lauridsen Blvd  
 Port Angeles, WA 98362

Text book: **Required** "Democracy Under Pressure"  
 Telecourse Series: *Voices in Democracy*  
 Online Component: <http://www.waol.org/home/default.asp> Click on Blackboard  
 Video Lessons: 26, ½ hour lessons

**Room: G-8** **Time: 9:00 a.m. -11:00 a.m.**

Mandatory Orientation: April 14, 2007  
**Required**  
 Discussion/Review Sessions: May 12, 2007 and June 16, 2007  
 Midterm Exam: May 19, 2007  
 Final Exam: June 23, 2007

**PSYCH 205****GROWTH AND DEVELOPMENT (5cr.)**

**Instructor:** Diane Porter-Brown  
**Phone:** 360-417-6513 (please listen for prompt to leave message)  
**E-Mail:** [dianep@pcadmin.ctc.edu](mailto:dianep@pcadmin.ctc.edu)  
**Mailing Address:** 1502 E Lauridsen Blvd  
 Port Angeles, WA 98362

Text book: **Required** "The Developing Person Through Childhood and Adolescence"  
 Telecourse Series: *Child Development: Stepping Stones*  
 Video Lessons: 26, ½ hour lessons

**Room: F-1** **Time: 11:00 a.m. - 1:00 p.m.**

Mandatory Orientation: April 14, 2007  
**Required**  
 Discussion/Review Sessions: May 12, 2007 and June 16, 2007  
 Midterm Exam: May 19, 2007  
 Final Exam: June 23, 2007

**SPAN 101, 102, 103****ELEMENTARY SPANISH (5cr.)**

**Instructor:** Carol Grady  
**Phone:** 360-417-6262  
**E-Mail:** [carolg@pcadmin.ctc.edu](mailto:carolg@pcadmin.ctc.edu)  
**Mailing Address:** 1502 E Lauridsen Blvd  
Port Angeles, WA 98362

Text book: **Required** “Destinos: An Introduction to Spanish”  
Study Guide: **Required** “Destinos; Workbook/Study Guides 1 & 2”  
Audio CDs: **Required** “Destinos; Audiocassette programs 1 & 2”  
Telecourse Series: *Destinos*  
Video Lessons: 52, ½ hour lessons

**Room: L-24B** **Time: 9:00 a.m. - 1:00 p.m.**

Mandatory Orientation: April 14, 2007  
**Required**  
Discussion/Review Sessions: May 12, 2007 and June 16, 2007  
Midterm Exam: May 19, 2007  
Final Exam: June 23, 2007

## Frequently Asked Questions/ and their Answers

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### **Q. Will a distance learning course be easier or the same as the on-campus course?**

- A. While distance learning courses offer time-flexibility for students who cannot attend regularly scheduled classes, they require the same academic rigor as a comparable on-campus class. Because each student progresses and learns on his/her own time, the successful distance learning student must be highly motivated.

### **Q. Will distance learning courses transfer to four-year schools in Washington State?**

- A. Credits earned and transferability are identical to the same course taught in a lecture format on-campus.

### **Q. How is the \$22.00 video support fee used?**

- A. The \$22.00 fee attached to all video courses is used to cover special licensing fees for video course use by Washington Community Colleges.

### **Q. When and where is the on-campus meeting for the Video courses?**

- A. The time and location of on-campus meetings are listed under *Specific Course Information* (pages 9-12).

### **Q. What if I am unable to attend the on-campus meetings?**

- A. Students are strongly encouraged to attend all on-campus sessions. **If you do not attend orientation you MUST contact your instructor to get all course information provided at the orientation.** If you cannot make it to a discussion session, it is a good idea to have a classmate take notes for you. If you cannot make the test date you must contact your instructor one-week in advance and arrange with him/her to proctor your test.

### **Q. Who should I contact if my questions are not answered in this handout?**

- A. Contact your instructor.