

# EDUCATIONAL OPTIONS

Topic	Page
College Success Experience Courses .....	42
Experiential Learning .....	42
Learning Communities .....	42
Prior Learning Assessment .....	42
Distance Learning .....	43
Individualized Plan .....	45



GETTING  
STARTED

ACCESSING  
TVI

**EDUCATIONAL  
OPTIONS**

PROGRAMS  
OF STUDY

COURSE  
DESCRIPTIONS

CODES AND  
POLICIES

GLOSSARY,  
INDEX, MAPS

# EDUCATIONAL OPTIONS

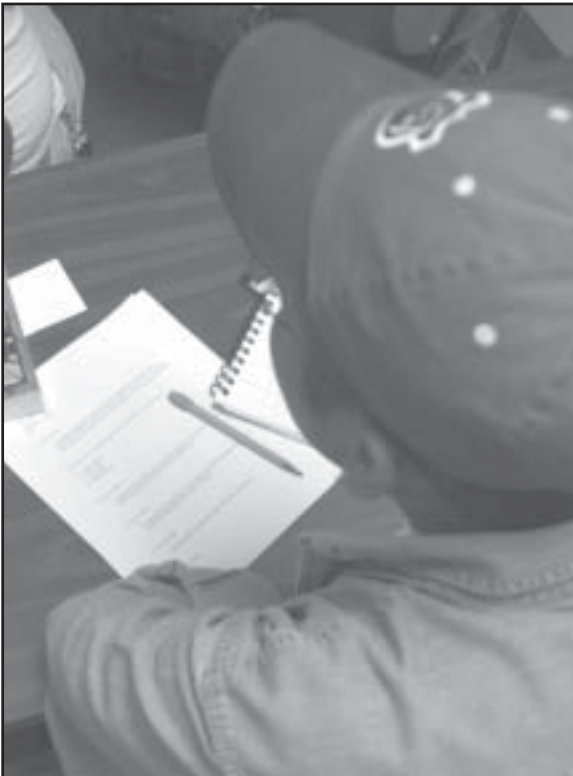
TVI offers a number of educational options for prospective students and our educational community. Among them are:

## College Success Experience Courses

TVI now offers College Success Experience (CSE) courses exploring study skills, student success career exploration, learning strategies and research techniques (see CSE section in course descriptions on page 262). These course are designed for the new college student.

### **CONTACT INFORMATION**

Sally Pearson, Associate Vice President for Instruction,  
sallyp@tvi.edu or (505) 224-3321.



## Experiential Education

The Office of Experiential Education provides a variety of services in cooperative education, internships, service learning, community service and volunteerism. The office works with instructional programs in providing students with various forms of experiential education opportunities. Students are required to register for cooperative education, internships and service learning.

### **CONTACT INFORMATION**

Office of Experiential Education, Main Campus,  
(505) 224-4359, weekdays from 8 a.m. to 5 p.m.

## Learning Communities

Learning communities offer students integrated curricula that emphasize connection between or among liberal arts disciplines, a structured approach to student learning and student academic achievement, and a chance to work closely with classmates and Arts & Sciences instructors on issues and topics of importance to today's learners.

Developmental education learning communities are also offered combining classes to help students better grasp principles of mathematics and reading.

See the *Schedule of Classes* for specific offerings, which differ every term.

### **CONTACT INFORMATION**

Offered through Arts & Sciences Department, (505) 224-3561  
and Adult and Developmental Education (505) 224-3939.

## Prior Learning Assessment

Students can gain college-level knowledge and skills through life and work experiences outside of academic settings with TVI's Prior Learning Assessment Program. This portfolio course (**GNEED 196 – Prior Learning Assessment Portfolio**) provides an opportunity for students to document their knowledge in the form of a portfolio, and potentially earn college credit for learning outside of college. The



documentation needed will vary from one course (and field of study) to another. Certification for some courses may include a hands-on demonstration of skill. Other citation examples include written reports, performances, artwork, certificates awarded, etc. Remember—credit will be awarded based on documented learning, not experience.

Once a student completes the portfolio—which includes a request for credit for specific TVI courses—the student will register for designated portfolio sections of those courses (after seeing an advisor) and submit the portfolio. The portfolio will be evaluated and a determination whether the student qualifies for credit will be made.

*Please Note: Passing GNEED 196 does not guarantee the awarding of any credits for prior learning. The granting of that credit will be determined through the separate enrollment and assessment of work in subsequent courses.*

### **CONTACT INFORMATION**

Stephen Schoonmaker, associate dean for Arts & Sciences,  
sschoon@tvi.edu or (505) 224-3561.

## Distance Learning

Distance Learning at TVI encompasses educational and instructional activities designed to overcome barriers of time or space and is especially suited to reach a number of busy people who wish to increase their knowledge and skills without giving up their jobs, leaving home, or losing income. Distance Learning serves an average of 800 students per term, offering more than 125 courses. Distance Learning relies upon a variety of technologies to produce and deliver courses. As a result, all Distance Learning courses are assessed a delivery fee. See the *Schedule of Classes* for specific information concerning fees.

### Types of Classes

TVI currently uses the following Distance Learning delivery modes: (Not all delivery modes are used each term.)

- **Internet Courses:** Course content is offered through online connections to the Internet. Guest speaker presentations, learning activities and interactive quizzes and tests are online. Instructors may have home pages or bulletin boards as well as electronic mail. Students must have access through an Internet browser and an e-mail address. Students who do not have Internet access from home may participate in Internet classes from any of TVI's open computer labs.
- **Telecourses:** These classes combine videotaped lessons, readings, written assignments, interaction with faculty and testing. Instructors provide all materials in a timely manner. Videotapes of telecourses are available to students in a variety of ways. Please check with the Distance Learning Office or on the internet for specific information. Broadcast schedules are available on the Distance Learning web site and in course syllabi.
- **Dual Mode Courses:** Course materials are delivered via the dual modes of telecourse and the Internet. Student must have access to a computer with Internet access. Broadcast schedules for video lessons are available on the Distance Learning web site and in course syllabi.

## Are You a Candidate for Distance Learning?

### Are you able to:

- organize your daily life to schedule time for learning?
- adhere to a schedule?
- set a priority for learning?
- work independently?
- ask for help when you need it?
- take responsibility for your learning?



### Will you:

- attend the orientation session?
- take time to read the syllabus, course schedule or class calendar?
- assemble the course materials your instructor requests?
- become familiar with all class policies?
- ask questions when you have them?
- complete assignments on time?
- ask for helping managing time if you need it?
- keep your instructor informed of issues?
- create a master calendar for the term that shows all assignments, tests and reports for all your classes?
- think about the material as you view or read?
- schedule frequent, short review sessions?

**If your answers to these questions are "YES," you may want to consider distance learning courses.**

## Distance Learning

- **Electronic Classroom Courses:** The instructor may teach from one site using video and audio links to enable the instructor and students at other sites to see, hear and speak with each other. The instructor may choose to move among sites as needed. Depending on availability of seating and travel time, students also may attend at various sites.
- **Audio-Conferencing Courses:** Class is conducted through a telephone conference call that links students from off-campus locations with the instructor through telephone lines. Class is conducted like a seminar. Students read course material before class so they can actively participate during the audio-conference. Students must have access to a telephone. The instructor will inform the students of the dates and times of the audio-conferences
- **CD-ROM Courses:** Course content, quizzes, assignments, syllabus, sound, voice and video are contained on a CD-ROM. The student may interact with the teacher and other students through the Internet and e-mail. Students must have access to a computer with a CD-ROM player.
- **Correspondence Courses:** These courses may include seminars and workshops conducted at off-site locations, with printed materials and tests mailed between the TVI instructor and the student.

### Who Is a Successful Distance Learning Student?

Most successful distance learning students are self-sufficient, self-directed learners. They are resourceful and independent individuals, who can balance family responsibilities, work duties, and their academic workload.

Successful distance learners appreciate the flexibility that distance learning courses offer. Students can watch a telecourse video or participate in an online class discussion at their convenience. They understand they must devote the same amount of time, or possibly more time, to participate in a distance learning course as they devote to a traditional course.

A successful distance learning student recognizes he or she must change television viewing habits when he or she registers for a telecourse or video course. The amount of mental effort required for learning from television is greater than the amount of mental effort people use to watch television for entertainment. The student must actively watch the telecourse videos with a plan for learning from the broadcast. Learning from telecourse videos requires the student review the accompanying syllabus, student guide, or text material before watching the video.

A successful distance learning student must have frequent access to a computer. He or she must be fairly competent with an Internet browser, e-mail, and computers in order to concentrate on course content. Students have to frequently log onto the computer to read posted lectures notes, complete assignments, take online quizzes, and participate in weekly online class discussions.

### How Does a Successful Distance Learning Student Get Started?

Your instructor will contact you before your course begins. He or she may give you some tasks to complete before the course begins. You may be asked to sign up for a free TVI e-mail account if you do not already have one.

Read the syllabus, course schedule, timeline, or class calendar your instructor sends you. Obtain all required course materials. Be familiar with test dates, assignment due dates, and all class policies and procedures. Ask questions whenever information is unclear to you. You can contact your instructor by phone, mail, e-mail, fax, or in person during his or her office hours.

It is essential that you keep your instructor informed about any problems or family plans that may prevent you from participating in your distance learning class. Distance learning coursework provides you the flexibility and freedom to schedule your coursework at your convenience; however, you must set aside time to catch up on your class work.

Most successful distance learning students schedule regular, frequent sessions to work on their distance learning class material. They set aside a learning “environment” in their homes.

#### **CONTACT INFORMATION**

Main Campus, Jeannette Stromberg Hall, fourth floor, Distance Learning Office, (505) 224-3316 or (505) 224-3317.  
Students located outside the Albuquerque area may call 1-888-453-1304.  
Additional information can also be found at [www.tvi.edu](http://www.tvi.edu).

**Courses available through distance learning are noted in the suggested course sequence charts for all Programs of Study listed in this catalog and in the course descriptions.**

Use the chart below and on the next page to map a plan for your education.

## Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Catalog Year: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Program: \_\_\_\_\_

Degree (concentration: \_\_\_\_\_ )  Certificate: \_\_\_\_\_

Designed Skill Set: \_\_\_\_\_  Other: \_\_\_\_\_

## Contacts

Counselor or Advisor: \_\_\_\_\_ Phone/E-mail: \_\_\_\_\_

Program Chair: \_\_\_\_\_ Phone/E-mail: \_\_\_\_\_

Dean/Associate Dean: \_\_\_\_\_ Phone/E-mail: \_\_\_\_\_

Other: \_\_\_\_\_ Phone/E-mail: \_\_\_\_\_

## Prerequisites

## Term

## Term

## Term

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Total Credit Hours: \_\_\_\_\_

Total Credit Hours: \_\_\_\_\_

# Individualized Plan

## Checklist – Have you...

- |                                                                                 |                                                                                        |                                                                                    |                                                                                     |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>had your transcript evaluated?</b><br>(see page 11) | <input type="checkbox"/> <b>obtained substitution/waiver forms?</b><br>(see page 13)   | <input type="checkbox"/> <b>met with an advisor or counselor?</b><br>(see page 22) | <input type="checkbox"/> <b>checked on tutoring opportunities?</b><br>(see page 24) |
| <input type="checkbox"/> <b>declared a major?</b><br>(see page 15)              | <input type="checkbox"/> <b>checked on scholarship opportunities?</b><br>(see page 19) | <input type="checkbox"/> <b>met with an achievement coach?</b><br>(see page 22)    | <input type="checkbox"/> <b>checked on job opportunities?</b><br>(see page 5)       |

*If you are transferring to a four-year institution, contact Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus) for information.*

Term <input type="text"/>	Term <input type="text"/>	Term <input type="text"/>	Term <input type="text"/>
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Total Credit Hours: \_\_\_\_\_

Total Credit Hours: \_\_\_\_\_

Total Credit Hours: \_\_\_\_\_

Total Credit Hours: \_\_\_\_\_