Winter Intersession Guide

Intersession courses are offered online, hybrid and face-to-face in a multiple-week format from December 26, 2016 – January 15, 2017.

This handbook is broken up into Six Parts:
   a. Syllabus and Initial Student Email
   b. FAQ for Students
   c. Faculty to Do
      o Pre-Course Time Analysis Template for Students (template at the end)
   d. Curriculum
   e. Intersession Contact List
   f. Faculty FAQ

Syllabus/Initial Student Email Considerations

Include in Your Syllabus:
   • Time commitment reiteration
   • CNM Learn proficiency
   • Best contact information
   • Students must have computer access
   • Drop policy
   • Frequency of logging in
   • Make-up policy for missed exams or assignments
   • Textbooks should be purchased prior to course beginning
   • Registration dates and deadlines listed in the schedule of classes

For Initial Student Email: Instructors should send an “Introduction to Intersession Course” email. Use the email function in the MyCNM Class List, make announcements using CNM Learn.
FAQ for Students

Frequently Asked Questions for Students Taking Intersession Courses

Q: What are the dates for my intersession course?
A: Most online intersession courses open on December 26, 2016, and close at 11:59 PM on January 15, 2017. Check your schedule to determine exact start and end dates.

Q: How many intersession courses may I take?
A: Because students are expected to allocate at least 30-35 hours per week per intersession course, students may enroll in only one online intersession course.

Q: Will a 3-week intersession course be easier than a full term course?
A: The 3-week intersession courses are equivalent to full-term courses in terms of time required and credits earned. That means that you may spend at least 30-35 hours per week on course work and you will be expected to meet the same course requirements as for a full-term course.

Q: Is there an orientation to prepare me for taking an online course at CNM?
A: If you are new to distance learning and have not taken a CNM Learn distance learning course before, we highly recommend that you sign up for the FREE DL Virtual Lab online assistance. In the virtual lab, you will be able to learn about the tools and skills you will need to use when taking a distance learning course PRIOR to the beginning of the course. If you need assistance, please contact Michelle Renteria (mrenteria4@cnm.edu), Distance Learning Achievement Coach.

Here are the steps to self-enroll in the Virtual Lab on CNM Learn:
1) Log in at http://learn.cnm.edu using your myCNM username and password.
2) On the upper right hand side of the page are two tabs: CNM and Courses. Click on the Courses tab.
3) Type the words “Virtual Lab 2” in the Course Search box and click on the word Go.
4) At the bottom of the page, locate the words “Virtual Lab” in the Course ID column.
5) Click on the pull down arrows next to the words “Virtual Lab” to self-enroll.

The CNM Distance Learning website provides comprehensive information on available services for new and experienced CNM Learn users.

Q: What are the characteristics of a successful online student?
A: A successful online student has the following characteristics:
   - is goal-oriented.
   - works independently.
   - begins course activities on the first day of the course.
   - sets aside a specific time on a routine basis for study.
   - keeps up with assignments.
   - contacts the instructor promptly with questions about any aspect of the course.
   - has the necessary skills, such as a college reading level.
   - possesses good study habits.
   - has a personal computer and strong basic computer skills.

Here is a quick survey to see if online learning is right for you.

Q: Can I work at my own pace in my online course or will I need to follow a class schedule?
A: Most online intersession courses are not self-paced nor are they easier than face-to-face or full-term courses. They are actively led by an instructor, and there are deadlines. In most courses, you will be expected to complete required readings, submit your answers to questions, complete other exercises or assignments, and participate in online discussions according to the schedule provided in the course syllabus.

Q: How do I access my online course?
A: Click on the CNM Learn icon at the upper right of the CNM Home Page (www.cnm.edu). Login using your CNM User ID and password (same as for CNM email).

Q: Do I have to sign on at a particular time or place?
A: All fully online courses are asynchronous, which means that you can sign on at any time of the day or night from wherever you have Internet access.
You will need to plan your schedule based on the instructor's course expectations. You will be granted access to your course between the starting and ending dates of the course. Logging on as soon as possible on the first day of class is highly recommended so that you can quickly identify and resolve any technical difficulties.

Q: Will I ever have to come to campus, or can I come to campus, for my online course?
A: The Intersession courses are completely online, hybrid and face-to-face. Check your schedule to determine the way your class will be taught. You will not be able to come to any CNM campus to access computer labs for your online course from Dec. 26 through Jan. 15, when all campuses are closed for the winter break.

Q: As a student with a disability, how do I request accommodations for an online class?
A: Students who have a documented disability or who suspect that they may have a disability/learning problem may contact the CNM Disability Resource Center to request accommodations. The Disability Resource Center contact information is: Phone (505) 224-3259; Toll Free Number, 1-888-453-1304; TTY Line 224-3262; Fax 224-3261. Click here to send an email.

Q: Can I drop, add, or change an online course after registering?
A: CNM policies for online courses are the same as for face to face courses. These include dropping, adding, or changing a course. Check the specific dates for your particular class. http://www.cnm.edu/student-resources/class-schedule/parts-of-term

Q: How do I get the books and course materials I will need for an online course?
A: It is best to purchase the required textbooks and materials before your course starts. Check the syllabus and instructions provided by your course instructor via email and in the course syllabus to determine required textbooks and materials. Textbooks may be purchased from the CNM Bookstore in person or online (www.cnm.edu/student-resources/bookstore).

Q: What level of computer/Internet knowledge must I have to take online courses?
A: Basic knowledge of the Internet, Web browsers, and search engines is necessary. The ability to download and install software may be required. Word processing skills are also necessary, including creating, saving, attaching and managing files and copying and pasting text from one software application to another. Familiarity with the procedures for sending and receiving e-mail with attachments is essential.

Q: Is technical help available throughout the course?
A: If you are having difficulty with CNM Learn, if you need help getting into your course, sending assignments, or resolving other technical issues, please contact the free Embanet Help Desk at https://supportcenter.embanet.com/cnm - it is available 24 hours a day, seven days a week. If you have an emergency, contact the CNM IT Service Desk at 224-4357.

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<tr>
<th>Date(s)</th>
<th>ITS Service Desk Operating Hours</th>
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| Dec 19-30, 2016  | Closed
   o Follow the on-call menu prompts. If no response within 30 minutes, contact Candi Borrecco at 505-321-6319 (this contact number is for faculty only) |

Q: Will tutoring be available?
A: When the campus is closed, no tutoring will be available. However, students can use our online tutoring system.
<table>
<thead>
<tr>
<th>Due from instructor to students (check class list on MYCNM continuously thereafter for new registrations)</th>
<th><strong>Recommended Task</strong></th>
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<tbody>
<tr>
<td></td>
<td>Initial Email Contact, including:</td>
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<td>Course Dates and Pacing of Course</td>
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<td>Course Content and Schedule</td>
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<td>Due from students</td>
<td>Pre-Course Student Contract, including expectations of students such as:</td>
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<td>CNM Learn proficiency</td>
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<td>Hours on CNM Learn per day</td>
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<td>Contact phone number and email</td>
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<td>Technology requisites</td>
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<td>Text purchase requisite</td>
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<td>Due from students</td>
<td>Pre-Course Time Analysis Assignment (an assignment due prior to the beginning of class that describes the various commitments each student has, and what hours they can commit to a truncated intersession course) – see attached template</td>
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Curriculum Redesign

**Understanding:** Your students will not remember everything you teach. Effective curriculum design reflects this understanding in that instructors frame the most important concepts in a given course, and individual lessons, for students.

CNM Curriculum is designed around learning priorities. Intersession courses are at the forefront of the institution-wide curriculum emphasis placed on prioritizing the skills and understandings that will benefit students in future coursework, professions and life.

Contact List During Intersession

**Student Concerns, Academic Affairs:**
- Sydney Gunthorpe: sydney@cnm.edu
- Phone: 377-3088 (for faculty use only)

**Registration Services:**
- Eugene Padilla; Phone or Text: 377-4941 (for faculty use only)
- Glenn Damiani; 224-3223 (checks email and voicemail regularly during break)

**CNM Learn Course Assistance**
- [https://embanet.frontlinesvc.com/app/home/p/67](https://embanet.frontlinesvc.com/app/home/p/67)
- 1-888-560-4927

**ITS (password reset):**
- Primary contact: ITS Service Desk (224-HELP)
- ITS Homepage: [http://www.cnm.edu/depts/its](http://www.cnm.edu/depts/its)
  - Follow the on-call menu prompts. If no response within 30 minutes, contact Candi Borrecco at 505-321-6319 (this contact number is for faculty only)

**DL Course Help (Prior to Intersession Start)**
- Email: mrenteria4@cnm.edu
FAQ for Instructors

Q: How were students made aware of the rigor of intersession courses.
A: All students are spoken to on a one-to-one basis by a CNM representative. The script can be found in the footnotes, here: ¹

Q: How many intersession courses can students take during intersession?
A: One.

Q: When will class lists be available?
A: Class lists will be available on MyCNM on an ongoing basis once registration begins.

Q: What can I expect in terms of student Bb and academic capacity?
A: Students will be contacted by CNM via phone to emphasize Bb necessities and student work load. See the Student FAQ for further details.

Q: When will I know if my class makes?
A: A decision will be made about whether or not your class “makes” on Wednesday, December 14, 2016, if not sooner.

Q: What is the enrollment cap?
A: Same as a regular course.

Q: Should I assign work during holidays?
A: Instructors should assign work based on the needs of the class, but be sure to make assignment due dates explicit to students.

Q: Can instructors create pre-reqs for intersession?
A: No, all requirements for courses are the same as they are for regular terms.

Q: Should I follow the same protocol for dropping students?
A: Yes, and note that Sydney Gunthorpe (Academic Affairs) and Eugene Padilla (Enrollment Services) are available to assist in student concerns throughout the intersession.

Q: What happens if I drop a student who later needs to be re-added?
A: If you drop a student who needs to be re-added later due to an unforeseen reason, you may need to work with the students outside of Bb to keep them up to date until they can be officially reenrolled in Bb.
To Students: Intersession courses are three weeks long, and academically rigorous. For that reason, it is essential for you to plan how you will structure the minimum of 30-35 hours per week needed to succeed in this course. Please complete the form below and submit to your instructor by December XXth, 2016 at 11:59 PM via email.

I. What are your obligations from December 26th to January 15th, aside from this intersession course (i.e., children, work, etc.)? How much time will each of those obligations take?

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<th>Obligations</th>
<th>Time commitment per obligation</th>
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II. Given your chart above, is it feasible to spend 30-35 hours per week on your intersession course? Why or why not?


III. While you may need to be flexible in the times that you dedicate to your intersession course, plan a schedule below that identifies the days and times that you will devote to this class. Feel free to include your other obligations as well.

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