**eLearning Overview**

eLearning is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are separated by time and/or location.

Jones County Junior College is an active participant in the Mississippi Virtual Community College (MSVCC). The MSVCC is a cooperative of Mississippi’s 15 community/junior college districts and the Mississippi Community College Board that offers internet-based courses. These 15 institutions share resources so that students at any one of these institutions may take internet-based courses from any member of the consortium while receiving support services from the local college. The local college supports the student with a full slate of student services, including advisement and counseling, financial aid, and learning resources. The remote college provides the course and instruction; however, the local college awards the credit for the course. Students admitted to Jones County Junior College may register in any of the courses that Jones hosts (internet-based courses taught by other consortium members). Restrictions for hosted courses states that the course must be listed in the course descriptions section of the Jones catalog.

**Purpose and Goals of eLearning**

The mission and purpose of Jones County Junior College eLearning is to provide quality development and implementation of eLearning courses and ensure quality delivery of instruction through electronic learning management systems to enable students to attain their educational goals. The eLearning program will insure that the programs and courses offered via distance technology foster student learning, access and success, and encourage and maintain academic excellence.

- **Instructional Services Goals:** The eLearning Program will provide online learning environments that foster change in the individual; are not bound by the constraints of time and place; are collaborative in the MSVCC Consortium; are creative with electronic delivery; are driven by learner need; have measurable, predictable outcomes; provide quality online courses comparable to traditional delivery; and engage learners in an active mode.

- **Student Support/Service Goals:** eLearning at Jones will continually strive to develop, modify, and improve procedures for providing satisfactory support services to distance learners in areas such as testing, admissions, registration, counseling, library services, financial aid, and advising using such means as email, telephone, web pages, and mail.

- **Fiscal, Growth, and Finance Goals:** The eLearning Program will provide quality administration, sufficient facilities and equipment, and appropriate financial management to support the mission of the college. To evaluate periodically and comprehensively every facet of the eLearning program and to use these results to restructure and improve the program to ensure distance learners will be retained at the same or higher rate than traditional student enrollment and success rate.

- **Professional Faculty/Human Resources Goals:** The division of eLearning will provide professional development that demands the highest professional teaching standards for teaching via the Internet; encourages continuing growth development, technology training among faculty; and recognizes the importance of faculty participation in the institution’s eLearning program.
Policies and Procedures

Educational Programs

Quality of Courses

E-learning courses are comparable to traditional campus-based courses in terms of:
(1) syllabi, (2) textbooks, (3) grading, (4) methods of evaluation, and (5) learning outcomes.

Jones County Junior College course syllabi and course evaluations are reviewed on an annual basis by instructors and Office of eLearning for accuracy and appropriateness and revised as needed.

MSVCC Core Content File

Content for each Jones County Junior College eLearning course is supplied to the MSVCC Core Content File for the purpose of verifying content among MSVCC courses as well as against the JCJC traditional on-campus courses.

Course Review

A course review will be conducted for each first-time instructor and each new course. Criteria will include but not limited to student satisfaction, student learning outcomes, and student retention.

In order to ensure a thorough and complete evaluation of both the educational content and appropriateness of the eLearning medium, the following process will be used:

1. Faculty wishing to develop or conduct courses must submit a syllabus outlining objectives, grading policy, online activities, and methods for communication between instructor/student and student/student to the Department Division Head and the eLearning Office.
2. Once approved for development, the instructor/developer will receive additional support and development assistance from the eLearning office to include medium specific requirements and design elements.
3. All aspects of course development must be completed prior to submission to the MSVCC master schedule and must meet the same quality standards as traditional, campus-based courses.

Ownership of Material/Copyright

Jones County Junior College reserves the exclusive right of ownership of all electronic courses, documents, programs, curricular, etc. developed under the auspices of the college. No established JCJC internet course material may be transferred to any outside entity in part or as a whole. Each instructor will sign an agreement of ownership prior to teaching online course(s). (Appendix C)

Advertisement of MSVCC Courses

All courses of the MSVCC are presented/advertised each semester to students registering through Jones County Junior College.

Accessibility (ADA)

ADA compliance for online courses will be applied via a prudent method of providing alternate content, which meets the needs of a specifically challenged learner.
Canvas

The MCCB has a contract with “Canvas” to provide both a platform for a class via a website and the server itself that houses that website. The URL for the Jones County Junior College Canvas site is [http://jcjc.instructore.com](http://jcjc.instructore.com).

SUPPORT SERVICES

Admissions

eLearning students are held to the same admission standards as traditional students and must follow the same process for enrollment at Jones County Junior College. Students may apply for admission, register for classes, and pay tuition fees without coming to campus. Admission forms are available online [http://www.jcjc.edu/new2jones.php](http://www.jcjc.edu/new2jones.php) and must be mailed, faxed, or personally brought to the Office of Admissions in the Administration Building. Students may also apply online at [https://jcjc.edu/onlineapplication/](https://jcjc.edu/onlineapplication/).

After meeting all the admissions requirements, the student will be mailed an acceptance letter. Within the acceptance letter a student generated ID will be listed.

Registration

Students who wish to register for eLearning courses should (1) consult with an advisor and (2) view the online course offerings on the eLearning website at [http://www.jcjc.edu/elearning/index.php](http://www.jcjc.edu/elearning/index.php). Contact the Student Success Center at 601.477.4257 to speak to a counselor and register for classes or contact the eLearning Office @ 601.477.5454. There is an additional fee for online classes – each online course costs $30.00 and is included in your tuition and is covered by Financial Aid.

Advising

Jones County Junior College recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the students to select and follow a program of study which will lead to their academic objectives, the College provides a structure of academic advising to assist students.

The role of the faculty adviser is 1) to assist in planning the class schedule, 2) to provide up-to-date information about careers, 3) to refer students to the proper sources for assistance, 4) to encourage students in their efforts to be successful, and 5) to approve academic programs for graduation.

Students are encouraged to contact their adviser anytime they need assistance. The adviser is available to meet periodically with the student during each semester via email, phone, or in person. Students considering an eLearning course are encouraged to self-assess their technology preparedness by completing the “READI Assessment” available via the ELearning website and discuss the results with their advisor, counselor or the eLearning office. [http://www.jcjc.edu/elearning/readi.php](http://www.jcjc.edu/elearning/readi.php)
Financial Aid
Financial Aid information, scholarships, qualifications and applications are available to all students through the college website http://www.jcjc.edu/financialaid/. Financial Aid support services may be accessed by visiting the financial aid office in the Administration Building, or by phone at 601.477.4040.

Student Records
A transcript will be issued only upon a written and signed request from the student. Students may request transcripts by presenting a signed transcript request to the Admissions Office by calling 601.477.4025 or visiting website http://www.jcjc.edu/admissions.php.

Student Disability Services (ADA)
The ADA office serves as an advocate for students with disabilities and assists them in achieving equal access to all college programs and services and is available through the Jones County Junior College.

All students with a disability, including eLearning students, are strongly encouraged to contact the ADA Compliance Officer Ms. Pam Brownlee in the Student Success Center at 601.477.4000 to discuss their disability and appropriate accommodations. Students must self-identify in order to receive accommodations.

Based on the specific nature of each student’s documented disability, the plan may include but is not limited to the following adjustments such as; Assertive Technology, Peer Tutoring, Readers, Individualized Testing, Special Registration, Counseling, Study Skills Assistance, Text Enlargement, Any Other Reasonable Accommodations.

Student Complaints/Grievance Procedures
Jones County Junior College and its Board of Trustees, administration, faculty, and staff shall continue its policy on nondiscrimination as related to the acts of discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Any student who believes that he/she has been discriminated against by the College under the terms of Title VI, Title IX, or Section 504 of the Rehabilitation Act may file a complaint as follows:

Students with a grievance against faculty or staff should first attempt to resolve the matter with the individual involved. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate supervisor of the individual against whom the student has a grievance in order to seek informal resolution of the problem. If the grievance cannot be solved informally, the student shall present a written, signed statement of the grievance to the Dean of Students who will schedule a meeting of the Grievance Committee. The Dean of Students will notify the student of the date and location of the Grievance Committee hearing. Refer to the Student Handbook for further information regarding student grievances.

Attendance/Absence
Jones County Junior College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by Jones County Junior College instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted colleges). Each college will have its own absence policy. At
the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation.

Absence policy for online courses provided by Jones County Junior College instructors: Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student’s personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course. A student participating in a provided online course will be allowed two (2) absences. Upon the third absence, the student will be withdrawn by the instructor and will receive a “W” for the course unless a proper Withdrawal form is completed during the approved withdrawal period.

Attendance will be monitored by timely submission of assignments, including test, homework, projects, discussion boards, etc. A student is expected to complete all assignments by the appropriate due date. Failure to complete such assignments by the due date will be withdrawn from the course barring any extenuating circumstance.

It is understandable that extenuating circumstances occur, such as an extreme illness, death in the immediate family, legal matters, or military duty. It is the student’s responsibility to provide appropriate documentation in a timely manner (prior to the due date if all possible) to substantiate such circumstances. At which time the instructor will determine if an extension is warranted. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

Circumstances that are NOT considered extenuating:

- Registering late for the class
- Failure to read the syllabus
- Failure to plan appropriately
- Not having the appropriate textbook or software
- Technical problems

**Withdrawal Process (Class)**

Jones County Junior College strongly supports activities that promote student success in classes and degree programs. With this goal in mind the college provides a means for students to withdraw from individual classes and from the College. Students are encouraged to maintain their enrollment in all courses for the full semester. In cases where the academic load is too great to maintain, the student may reduce his/her load by withdrawing from one or more classes. Students are strongly encouraged to maintain full-time status (15 hours or more) if practical. The class withdrawal period begins with the ninth week of class (or equivalent period in summer and intersession or eLearning) and continues up to until the 75% point for online classes.

The student who desires to withdraw from online class should contact the course instructor by email requesting the withdrawal and the reason for withdrawing. Within 24-48 hours the instructor will complete a withdrawal form for the student which will be process by the eLearning office. Students who stop attending class run the risk of not being withdrawn correctly and could receive a grade for the class.
Student Retention Rates for Virtual

Student success is a primary goal of JCJC. While all students are awarded the same educational opportunities, the College also realizes that registering students who are academically unprepared for online classes is not in the students’ best interests. Students must have an ACT score of 16 or above, or who have successfully completed the College Readiness Program in order to take online classes.

Academic Honesty Policy

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty deny themselves an opportunity to master the skills that they are credited to possess, cheat their classmates of deserved recognition, and demean the college and its degrees. It is a matter of great concern that all members of the college community strive for high standards of personal integrity.

Evaluation of each student’s level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student’s actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include but are not limited to: fraud, cheating, plagiarism, forgery, and facilitating dishonesty.

Procedure for Violators

1. Students in violation of Jones County Junior College’s academic honesty guidelines are immediately accountable to the instructor of the course. The instructor has the authority to reduce the student’s grade or assign a grade of “F” for the exercise or examination.
2. In extreme cases of academic dishonesty, the division head and instructor may elect to pursue formal disciplinary action by providing a written summary of the incident to the Dean of Instruction. The Dean of Instruction will review the incident report, consider the seriousness of the event and refer the matter to the Academic Discipline Committee of the college if appropriate.

Proctored Testing

Jones County Junior College uses proctored exams to ensure the integrity of student work. All Jones County Junior College provided courses must administer a minimum of two proctored exams during the semester, but not more than three proctored exams. If an instructor wishes not to administer two proctored exams, he/she must receive approval from the Director of eLearning.

Secured proctored testing lab is located in the Proctor Testing Center in Academic Support Building. Students may test at any of the MSVCC Testing Centers in the state of Mississippi. Students may schedule an appointment for the JC Proctor Testing Center via the website http://www.jjcjc.edu/elearning/proctorexams.php at no cost to the student.

In addition, out of district students may make their own testing arrangements. These arrangements must be approved at least ten business days in advance by the Office of eLearning. The Application for Off-Campus Proctor may be obtained by contacting the eLearning office located in Academic Support Building, via email online@jjjc.edu, or may be downloaded from the college’s eLearning website http://www.jjcjc.edu/elearning/docs/offcampusproctorrequest.pdf. Any costs incurred for student arranged tests are the responsibility of the student.
**Bookstore**

Bookstore information is provided on the college’s website: [http://www.jcjc.edu/bookstore.php](http://www.jcjc.edu/bookstore.php). The Jones County Junior College Bookstore provides textbook for those course that are taught by Jones County Junior College instructors through the Jones County Junior College Bookstore or online at [http://www.jcjc.edu/bookstore.php](http://www.jcjc.edu/bookstore.php).

The student may secure the textbook for a class taught by another college through the JCJC Bookstore [http://www.jcjc.edu/bookstore.php](http://www.jcjc.edu/bookstore.php). Contact the Bookstore Manager at 601.477.4108 for off campus book information.

**Library Resources**

The college ensures that students participating in eLearning programs have access to adequate and appropriate learning resources. Learning recourses are provided through a variety of methods including the college’s participation in statewide online learning resource cooperatives including MAGNOLIA and MELO. Library’s website: [http://www.jcjc.edu/library/index.html](http://www.jcjc.edu/library/index.html). Information for using these resources is provided online. The library monitors the effective use of these resources by students and faculty.

The library provides remote access to online databases. These databases allow students to conduct necessary research for their courses. Additional reference assistance is available through e-mail links on the library web page, by telephone, or FAX. Also available to students, is a 24/7 live chat with a reference librarian accessible through MELO (Mississippi Electronic Libraries Online.)

**Advertising and Recruitment**

Jones County Junior College recruits students by advertising through the college website, in state and local media, and direct mail. Additionally, college courses are promoted through individual campus tours, high school visits, industrial visits, and career fairs.

**Technical Assistance**

Jones County Junior College provides technology support to eLearning faculty and students. Faculty computer hardware, labs for student use and proctored exams, and e-mail accounts for all Jones County Junior College students and faculty are provided by the college.

**Faculty**

**Faculty Load**

eLearning courses are considered a part of the regular teaching load and may contribute to an instructor’s overload, requiring additional compensation as specified in the *Jones County Junior College Procedures Manual*.

**JCJC eLearning Faculty Requirements**

The development of the eLearning faculty is a critical element to the success of the eLearning effort. eLearning faculty will exhibit the following characteristics:

1. Participate in the orientation session for eLearning faculty.
2. Possess or be capable of developing enhanced technology skills.
3. Have the support of the instructional division.
4. Meet the basic requirements for instruction within the discipline using the SACS criteria as stated in the Jones County Junior College Procedures Manual.
5. All full-time and adjunct faculty who desire to teach an online course for JCJC will be required to show competency in online instruction by one of the following:
   - Completing a four-week online instructor training course offered through Canvas
   - Furnishing documentation, verifying online instruction taught at another institution of higher learning
   - Showing knowledge and expertise in using Canvas by having taught or used Canvas for previous classes
   - Completing the required Canvas training offered by Office of eLearning

Jones County Junior College Faculty eLearning Instructional Responsibilities
In accordance with the guidelines set forth, eLearning faculties are expected to:

1. Develop a eLearning syllabi for each course;
2. Develop quality course materials and presentations for each course;
3. Commit to developing an awareness of eLearning techniques and issues through participation in workshops and conferences;
4. Regularly participate in eLearning faculty meeting(s);
5. Provide eLearning students with a course orientation at the beginning of each semester;
6. Mentor new faculty to the eLearning program;
7. Maintain all course records as required by the college;
8. Maintain contact hours for eLearning students equivalent to that offered to campus based students. In order to give students structured access to full time as well as part time instructors, one online office hour per week is required for all online instructors along with posting of all regular office hours for full-time faculty members. Additional hours should be maintained by e-mail, chat room, discussion groups, phone, fax, regular mail, etc. and must be clearly stated within the course site.
9. Support the eLearning student by serving as a link to other campus contacts;
10. Complete all required survey evaluations;
11. Administer proctored exams for provided eLearning classes;
12. Communicate and coordinate activities with the eLearning office.

Faculty Student Retention Rates for Virtual Courses
The success and retention rates of each online JCJC faculty member will be reviewed and evaluated at the end of each semester. The average of the instructor’s most previous three (3) online courses should equal or exceed a minimum of 50% retention rate. If an instructor should not maintain at least an average of a 50% retention rate among the last three online courses taught, the instructor will be denied the opportunity to teach a virtual course for a period of one (1) year. During this time, the instructor will have access to Canvas training and curriculum training, as well as have the opportunity to revise his/her online course. At the end of the one-year non-teaching period, the instructor will have the opportunity to request to teach a virtual course. If the instructor is unable to obtain at least a 50% retention rate in his/her online course after being reinstated, he/she will be denied a virtual class for an additional year. At the end of the second year, if the instructor is still unable to master at least a 50% retention rate, he/she will be denied the opportunity to teach any further virtual classes.
Adjunct Faculty Through Hosted Courses
In the event that Jones County Junior College students participate in a hosted course, course instructors will be considered adjunct employees of Jones County Junior College. In such cases, the provider institution will fulfill the full-time faculty requirements of the Southern Association of Colleges and Schools (SACS).

Adjunct Faculty Credentials Review is to occur during the semester the hosted eLearning course is being offered. The following process is to be used:

1. Credential file will be available through the eLearning Office.
2. Credential file for each person will be created by printing a copy of the Certification Form and the transcript from the on-line MSVCC Central Repository. (Jones County Junior College is responsible to maintain the same level of security for these files that it provides for other faculty credentials.)
3. Upon review by the Director of eLearning, the credential file will be provided to the Vice President of Instruction for final review. Review will be documented by his/her signature and date the file was approved or disapproved. Upon completion of this review, courses will be either approved or disapproved. If a faculty credential is “disapproved” during this process, the specific instructor’s course(s) will not be made available to students until it has been reevaluated in a later term and attained an “approved” status.
4. The completed credential file(s) will be maintained in the office of eLearning.

Credentials/Repository
In all academic areas, the master’s degree with eighteen (18) graduate semester hours of specialization in the teaching field is considered the minimum requirement. In specialized, professional, career or technical fields, evidence of professional competency is acceptable in lieu of formal academic preparation.

Adjunct eLearning faculties are held to the same standards as full-time Jones County Junior College faculty members.

Jones County Junior College must supply eLearning faculty credentials information to the MSVCC central repository for restricted viewing by the appropriate host college. (Appendix A)

Training and Support Services for Faculty
The college provides professional development opportunities and support services specifically related to teaching via electronic delivery.

Jones County Junior College provides technology support to eLearning faculty. Faculty computer hardware, labs for student use and proctored exams, and e-mail accounts for all Jones County Junior College students and faculty are provided by the college.
Planning and Evaluation

Instructional Planning
Jones County Junior College’s planning, budgeting and policy development processes reflect facilities, staffing and equipment and other resources essential to the viability of the eLearning program.

Scheduling of eLearning
eLearning program courses will generally be conducted on the same schedule used by campus-based programs. Any exceptions must be authorized through the Director of eLearning and the Dean of Instruction. It is the intent to host courses available on the MSVCC. Jones County Junior College reserves the right not to host courses which are not within our programs or for which exceptions on faculty credentials and/or course comparability exists.

Evaluation of Online Courses
In order to promote a quality program, the collection of data and generation of reports for analysis and evaluation is critical. Jones County Junior College eLearning program conducts the following assessments to assist in the collection, analysis, and evaluation process:

Student Course and Services Evaluations are administered through the Mississippi Virtual Community College (MSVCC) website toward the end of each semester for every course a student is enrolled in. The survey evaluates the course content, materials, instructor, and services. These results are extracted by the eLearning office and delivered to the Jones County Junior College Office of Planning and Research for analysis and dissemination.

Evaluation by students is emphasized because they are the only ones who routinely experience all facets of an instructor’s contribution to the learning process. The major purpose of this evaluation is to provide feedback for the improvement of instruction. A secondary purpose may be, in some situations, the provision of information to be used as one factor in making personnel decisions.

The following guidelines are to be observed regarding student evaluations of instruction:
- The evaluation will be administered by the MSVCC.
- Confidentiality of student responses is to be insured.
- The instructor is to be given a composite of the results after the end of the grading period.

Faculty Evaluation is administered through the Mississippi Virtual Community College (MSVCC) website toward the end of each semester. Each faculty evaluates his/her course(s), materials, instructional process, learning/teaching methods, and services. These results are extracted by the eLearning office and delivered to the Jones County Junior College Office of Planning and Research for analysis and dissemination.
The MSVCC administered evaluation will focus on the appropriateness of learning objectives, validation of desired learning outcomes, the appropriateness of class policies, and faculty credentials. The items to be evaluated will include the course information items found on the MSVCC Enrollment Tool and the Canvas course itself. (Appendix C)

Upon completion of the evaluation process, a letter from the Director of eLearning and Vice President of Instruction will be issued to each chief academic officer of the MSVCC membership stating:

_We have reviewed the evaluations of courses and instructors both as a host and as a provider of all instructors used by Jones County Junior College as a member of the Mississippi Virtual College for ______ term. I further certify that the instructors have adequate academic preparation for courses offered, course content criteria is as stated in The Uniform Course Numbering System in Mississippi Public Community and Junior Colleges, and that instructor evaluations have been viewed._

**Student Evaluations of Faculty and Services**

The college utilizes MSVCC student data to determine effectiveness in areas of quality on online instruction and support services.

**Administration, Facilities/Equipment, and Finance**

**Personnel**

The college has designated qualified personnel for the purpose of administration of eLearning at Jones County Junior College. The Director of eLearning reports to the Vice President of Instruction.

The Director of eLearning performs administrative duties related to the scheduling and operations of the eLearning programs and services. The Director of eLearning works with faculty and staff to develop the college’s capacity to offer distance education through a variety of means including but not limited to:

- Coordinate the college’s efforts to provide eLearning
- Recommend policies and procedures for eLearning classes
- Annually coordinate the review of the policies of MSVCC consortium members in areas such as grading policy and faculty credentials for SACS compliance
- Schedule and coordinate all activities available through the Mississippi Interactive Video Network (MIVN) and the Community College Network (CCN)
- Work with the Admissions and Instruction offices on processes for registering, dropping, adding, and withdrawing students from eLearning classes
- Assist proctor testing center staff with technical issues associated with proctoring distance-learning exams
- Assist faculty with design, development, and teaching methods in distance education
- Advise faculty, staff, and administrators on the use of technology and software in instruction programs
- Represent the college to the Mississippi Community College Board (MCCB) for matters pertaining to eLearning
- Represent the college in the eLearning Coordinators’ Association
Faculty Credentials Certification (Appendix A)

In accordance with the Southern Association of Colleges and Schools (SACS) faculty requirements, this statement is provided to assist community college districts participating in the Mississippi Virtual Community College (MSVCC) with verification and authentication of faculty credentials.

Originating College:

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>Faculty ID #:</th>
</tr>
</thead>
</table>

Faculty Status: □ (F/T) □ (P/T)

Technical

Highest Degree Earned:

| Area: □ Academic □ Vocational □ |

Comments:

List MSVCC Teaching Area(s) with 18 Graduate Hours:

<table>
<thead>
<tr>
<th>(Area 1) Course #</th>
<th># Hrs.</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Area) Course #</td>
<td># Hrs.</td>
<td>Institution</td>
</tr>
</tbody>
</table>

Total Hrs.: Total Hrs.:

Original Transcript on File: □ (Yes) □ (No)

Date of Employment:

Date of last review of official documentation:

I, Dr. Charles Barnett, as the Chief Academic Officer of Jones County Junior College certify to the above faculty credential statements and state that the attached copies of transcripts represent the referenced faculty member's original documents on file in the Human Resource office of this college.

Chief Academic Officer ___________________________ Date ___________________________
Supervisor Evaluation (Appendix B)
Ownership of Materials/Copyright (Appendix C)

Ownership of Material/Copyright

Jones County Junior College reserves the exclusive right of ownership of all electronic courses, documents, programs, curricular, etc. developed under the auspices of the college.

No established JCJC internet course material may be transferred to any outside entity in part or as a whole. Each instructor will sign an agreement of ownership prior to teaching online course(s). (Appendix C)

I understand the above statement and agree to adhere to this set policy.

Signature__________________________

Date ______________________________