



## SUMMER 2016 VIDEO CLASS SEMINAR INFORMATION

*This form may be distributed to video class instructors to complete and return to their Academic Department Assistant*

**VIDEO CLASS FACULTY:** Only videos produced by Palomar College Television will be available for use. A list of those videos accompanies this form.

Using the seminar guidelines provided, please complete the following information and return it to the Academic Department Assistant by the following date: \_\_\_\_\_

COURSE \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_ ROOM \_\_\_\_\_

In the space provided, list the exact seminar dates for this class. Seminar dates must be determined in accordance with the guidelines below. The seminar dates will be published in the Class Schedule.

Seminar Dates: \_\_\_\_\_

### FACULTY SEMINAR GUIDELINES

Summer session start date: June 20, 2016. Class end date is the last seminar date, and no later than July 28 for the 6-week session and no later than August 11 for the 8-week session.

Faculty must provide the seminar dates for video classes. The following guidelines will help determine when video lessons are broadcast so that seminars can be appropriately scheduled.

- Schedule the first seminar the first week of the semester.
- Do NOT schedule a seminar on Monday, July 4, 2016.
- Schedule the last seminar using the guidelines listed below:
  - After July 25 for classes with 24-26 video lessons
  - After July 29 for classes with 30 video lessons
  - After August 8 for classes with 36 video lessons
  - After July 29 for classes with 36 video lessons with 6 lessons airing per week
- Video lessons are broadcast on holidays.
- The first week's lessons **will not** re-air the second week.
- Typically, five lessons broadcast per week. (BIOL 101 is an exception with six lessons aired each week.)

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**Class entry instructions for Academic Department Assistant**

- Verify that this course has been approved through curriculum to be offered as a Video class.
- Start Date of the class is the first date of the session in which the class is scheduled.
- End Date of the class is the date of the last seminar.
- Set Instruction Mode to 63.
- Add Attribute of ACCT and Attribute Value of I unless LAB then use L.
- Add Attribute of DIST and Attribute Value of 63.
- Add the following notes:

VIDEO CLASSES		
Row #	Note #	Note
1	60	This class includes video lectures. Lectures may be viewed online, on cable TV, and DVD. Class meets only on the dates listed below.
2	-	Video series entitled: (name) – (may not apply to all classes)
3	171	Closed Captioned (may not apply to all classes)
4	-	CAMPUS MEETINGS ONLY ON:
5	-	(dates)
6	52	Upon completion of registration, go to palomar-tv.com for broadcast schedule, textbook, and other course information.