

The Best in the West



INTERACTIVE
VIDEO
STUDENT
HANDBOOK

2009-2010

Introduction

Since it first opened its doors in 1967, the primary mission of Great Basin College is to provide quality education to the residents and citizens of rural Nevada. The College service area includes six large counties - Elko, Eureka, Humboldt, Lander, White Pine, and Nye. These counties cover more than 62,000 square miles, yet have only about 125,000 residents. In an effort to better serve the post secondary educational needs of rural Nevada, Great Basin College has always used the latest technology to offer college courses to all of the communities in our service area. In this way, students living in the remote areas of Nevada have access to the same quality education as students in larger metropolitan communities of the state.

Great Basin College thanks you for being a part of the distance education program. This handbook has been designed to orient you, the student, to the distance education classes transmitted through interactive video. We hope we have answered your questions, if not, please direct them to Bob Hannu (roberth@gwmail.gbcnv.edu) at 753-2306 or to JoAnn Delsarto at 753-2159 (joannd@gwmail.gbcnv.edu).

Information about IAV courses

1. What is an Interactive Video (IAV) Class?

IAV classes and meetings (videoconferences) are connected through a special high speed digital data network called "NevadaNet". The circuits run from Reno or Las Vegas to the GBC sites, providing the capabilities for two way audio and video connections between our classrooms. (i.e.: Elko, the origination site, can see and hear Winnemucca, the receive site; and Winnemucca, the receive site can see and hear Elko, the origination site.)

There are students enrolled at the **origination site** where the instruction occurs, and other groups of students enrolled at the **receive sites**, where the class is being electronically transmitted. These receiving sites can be at other GBC campuses, at an area School District room, at a Hospital, a County Extension Office, or at another College in the state.

2. Is there any difference in academic credit between the local site and the remote site?

No, there is no difference in the academic credit between sites. Students also pay the same tuition and fees, purchase the same textbooks, and

take the same exams. Nothing is different except the physical separation of the instructor and student.

3. What if I miss a class?

The instructor for each class will determine the attendance policy and the attendance will be kept track of by the site facilitator. If you are absent for any reason, you will need to contact your instructor and obtain notes from another student, just as you would for any other class. IAV classes are recorded at the origination site in case of system problems that prevent you from receiving the class.

4. Can I attend class at a different site than the one where I am enrolled?

You may attend class at any of the other IAV sites, however, keep in mind that it could create one or more of the following complications:

- Papers that are to be returned that day may not be available to you;
- There may not be enough handouts or exam materials for you;
- You may be marked absent for the day at your regular site.

To avoid any complications you should make arrangements with your instructor at least one week in advance if you plan to attend class at a different IAV site.

5. Can I attend class at a site that is not already connected to our class?

In the event you are traveling for business or personal reasons within the state of Nevada, it is very possible that you could still attend class if you desire. To make arrangements, please contact your instructor or Department Office. These arrangements must be made at least 2 days prior to when the class meets.

6. Can we form study groups?

For most courses, students study groups are useful. Unless the instructor recommends against study groups, they can be a good way for students to get to know each other, ensure each understands the material, and add more personal dimension to the course.

7. Can I bring food or drinks to class?

Each educational center has its own policies concerning food and drink, rearranging furniture, and entry into the facilities. These policies will be explained by the site facilitator or instructor at the first class meeting.

8. Can I bring someone with me to class?

College guidelines state that only registered students can attend classes. In fairness to your fellow students, if you need to bring your children or anyone else with you to class, please make sure you have the approval of your instructor. Provisions of the Family Educational Right and Privacy Act (FERPA) are in effect for Interactive Video classes.

Information about the instruction

1. What do I do when I want to ask a question or make a comment?

The IAV system allows the instructor to see one receive site at a time and he/she will continue to see that site until someone speaks from another site. When this voice activation occurs, there will be a few seconds delay before the video switches. You will need to speak up and speak clearly to be heard. Address your comment or question by stating your name and location first and don't be afraid to interrupt the instructor when you don't understand something during his/her lecture.

When you are located at the origination site, the procedures are the same as those in a regular classroom.

The most important thing to understand in IAV is that the mics are highly sensitive to sound!

The slightest movement of paper is greatly amplified at the other sites. Even though the noise that you hear or make seems barely audible, it is **VERY** distracting to the other sites. The sound often overpowers the voice of the instructor. The students become very frustrated and feel that they are missing important information. If your site is experiencing this interruption, *politely* notify the "noisy" site **IMMEDIATELY**.

What you can do to help:

- do not talk unless you are speaking to the instructor or the class
- try to turn pages or flip through notes quietly
- don't set your books and papers too close to the microphone
- don't touch the microphone when your are talking
- wait until class is disconnected or has **COMPLETELY** ended before packing up your materials to leave
- If the site is asked to be on "mute", it does not mean that that the students can talk among themselves, unless instructed to do so by the instructor. This too can be distracting to the other students.

If you need to do a class presentation from your site, please notify your facilitator or site support staff prior to the session. They will assist you with the use of the presentation computer and Elmo document camera.

2. Where do I get my textbooks?

Elko students may purchase your books at the bookstore on campus. For all other sites, please contact your regional center staff.

3. Do I have access to library resources?

For library resources, you may use the educational center's library, the community library, and the college library located in Elko. In addition, if you have access to internet services, you may arrange for computer access to major journal indexes full text articles through GBC's library.

The GBC library has lending and borrowing privileges with other academic and public libraries in Nevada for interlibrary loans.

Additionally, the Reference Librarian will do free online computer searches provided the student could show proof of student status.

For more information about library resources and services you may contact the GBC Library personnel at (775) 753-2221.

4. How do I get tests and assignments to the instructor?

Many IAV courses are "hybrid" classes that use both Interactive Video and WebCampus. For these courses, most of your tests, assignments, and other materials will be delivered "on-line".

Paper tests and assignments will be turned into the site facilitator who will see that the instructor receives them by mail or fax. Arrangements will need to be made with the instructor for any work that is turned in late. You should always keep a copy of your work in case a problem should arise with delivery (mail sometimes gets lost).

5. How and when can I contact the instructor?

A schedule of your instructor's office hours and telephone numbers where he/she may be reached will be provided with the course syllabus. Many of the faculty also has e-mail addresses, which will also be provided to you.

Information about the facilitation of the course

1. What is the role of the site facilitator?

The facilitator will coordinate most of the non-teaching work related to the distance education class at your site. He/she will handle the equipment,

starting it up before the beginning of class and shutting it down at the end. The facilitator will assist you if you need to use the IAV presentation equipment at your site.

The site facilitator will enforce college and/or faculty standards for conduct during class and take roll. He/she distributes instructional materials as the course progresses, monitors and collects exams, and other processes assignments for delivery to the instructor.

However, there a number of roles your site facilitator does not play in the interactive classes. He/she is not a teaching assistant. This means the facilitator can not answer questions about the content of the course you are taking or handle academic questions about such things as grading or class assignments. He/she is also not a message delivery service between you and the instructor; you must contact the instructor yourself about class related issues.

2. Facilitator's Role for Academic Dishonesty

By UCCSN Code (Board of Regents Handbook 6.2.2.q), "acts of academic dishonesty including but not limited to cheating, plagiarism, falsifying research data or results or assisting others to do the same" are subject to disciplinary sanctions (e.g., oral or written warning / reprimands, probation, suspension, expulsion),

Facilitators in interactive classrooms **have** the authority to remove student's work for:

- any unauthorized assistance in taking quizzes, tests, or examinations;
- dependence on study aids such as textbooks, calculators, or notes that have not been authorized by the instructor;
- failure to adhere to test-taking instructions, e.g., talking, taking seat assignments, starting/stopping times.

The instructor will determine if a failing grade is assigned, a make-up test is warranted, and/or if disciplinary sanctions should be recommended.

3. What if we are having problems and there is no facilitator?

The origination site will have a facilitator assisting the instructor. He/she will be the contact person for all receive sites when they are having difficulties. Your campus should also have staff on duty during hours of operation to assist you. You can also contact the IAV office in Elko in case of trouble.

Information about the student's role in IAV classes:

1. What is the Student's role in ensuring a successful IAV experience?

The student is Responsible For:

- Being considerate of other students at their site as well as distant sites
- Recognizing the Instructor and the Facilitators have jobs to do
- Being patient when technical difficulties arise
- Showing up to their class prepared and ready to learn
- In the case that the Facilitator is not present, the student must notify the site staff of any upcoming test or quiz, so that a proctor can be assigned.

IAV Phone Numbers

Technical Support

IAV Office

Elko HTC-106

Daytime (775) 753-2306 or 753-2159

FAX (775) 753-2160

IAV Site Information

Austin High School

Voice (775) 635-2318

Fax (775) 964-1206

Battle Mountain (GBC)

Voice (775) 635-2318

Fax (775) 635-0340

Room 3 Voice/Fax (775) 635-2347

Battle Mountain High School

Voice (775) 635-5436

Fax: (775) 635-5459

Beatty High School

Voice (775) 377-2595

Fax (775) 553-2646

Crescent Valley School

Voice (775) 635-2318

Fax (775) 468-2005

Elko (GBC)

Berg Hall (775) 753-2254

EIT 203 fax (775) 753-7649

GTA-118 fax (775) 753-2099

GTA-128 fax (775) 753-2309

GTA-124 (775) 738-6919

GTA-130 (775) 753-2309

HTC-107 fax (775) 753-2160

HTC-121 fax (775) 753-2368

HTC-123 fax (775) 753-2238

HTC-137 fax (775) 753-2367

LH114 fax (775) 753-2158

MH-211 (775) 753-2313

Ely (GBC)	Voice	(775) 289-3589
	Main Fax	(775) 289-3599
	Rm-112	(775) 289-5019
	Rm-114	(775) 289-5031
	Rm-118	(775) 289-5033
Eureka High School	Voice	(775) 237-5361
	IAV Fax(775) 237-6050
	H.S. Office Fax	(775) 237-5113
Gabbs Combined School	Voice	(775) 285-2692
	Fax	(775) 285-2381
Jackpot	Voice	(775) 755-2374 (High School)
		(775) 755-2356 (Library)
	Fax	(775) 755-2291 (High School)
		(775) 755-2120 (Library)
Lund High School	Voice	(775) 238-5200
	Fax	(775) 238-0208
		<i>(Fax needs to be sent by 2:00 p.m.)</i>
McDermitt Combined School	Voice	(775) 532-8761
	Fax	(775) 532-8017
Owyhee (GBC)	Voice	(775) 757-3025
	Fax	(775) 757-2290
Pahrump (GBC)	Voice	(775) 727-2000 (Calvada HTC)
		(775) 727-1026 (Basin)
	Fax	(775) 727-2014 (Calvada Office)/2012 (IAV)
		(775) 727-1095 (Basin Office)
Round Mountain Library	Voice	(775) 377-2215
	Fax	(775) 377-2699
Tonopah High School	Voice	(775) 482-3698
	Fax	(775) 482-3935
Wells (GBC)	Fax	(775) 752-3590
Wells High School	Voice	(775) 752-3477
	Fax	(775) 752-3411
Winnemucca (GBC)	Voice	(775) 623-4824
	Main Fax	(775) 623-1812
	Rm-108	(775) 623-1827
	Rm-109	(775) 623-1806
	Rm-115	(775) 623-1813
West Wendover (GBC)	Voice/Fax	(775) 664-2287
West Wendover High School	Voice	(775) 664-3940
	Fax	(775) 664-3944