



Videoconferencing Course Requirements for Your Syllabus (Revised 07-10-06)

Use the checklist below for additional items that need to be in your syllabus or other course instructions. A sample syllabus follows this checklist.

Your videoconference course syllabus can be broken down into 3 sections:

- Course information
- Technology information
- Instructor information

AND YES this syllabus should differ from a traditional classroom syllabus.

A few key items that should be included in a videoconference syllabus are as follows:

- **Course room information** - The host site (originating site) building name, room number and room phone number from which the course is being delivered. This allows the students to contact the room during class if there are problems at the remote site.
- **Technical requirements** – On-site technical support may not be available at K-12 or other non-campus remote sites. Will students need to know how to operate videoconferencing equipment at remote sites for presentations? What type of equipment is needed at remote sites? Students attending a non-higher ed site, should contact the remote site technical or videoconferencing coordinator for training.

In addition ... alert your non-campus sites (K-12 or other) to arrive at least 10 minutes prior to the beginning of class for the IVN technical roll call. This is needed to make sure the site is on and equipment is functioning properly.

- **Course management system** – i.e. Blackboard, WebCT, e-College or your own website. Electronic delivery will ensure students receive materials in a timely fashion as well as assignments sent to you. Also use it to post your syllabus and other weekly reminders.
- **Trouble call** – In the event there is a connection problem (i.e. did not get connected, no audio, no video) at the receiving sites and no technician is available, students should be informed to contact the host site.
- **Inclement weather** - The weather line number needs to be in your syllabus. Student should call the IVN Help Desk at 701-777-6486, press option #5 for cancellations. Weather conditions may not be the same at all sites and decisions need to be made to cancel one or all sites. Contact your local site coordinator to help make these decisions and what alternatives are available.
- **Notification of students taping and streaming** - Disclaimer for recording of the course must be included in your syllabus. The limited purpose of the taping or streaming is to provide a backup in case of technical difficulties at one or more sites, be used as a review for someone who missed a class, or inclement weather. See sample syllabus for wording.

SAMPLE SYLLABUS FOLLOWS ON THE NEXT 2 PAGES

NOTE: Special requirements for distance videoconferencing delivery are highlighted in yellow.

Videoconference Course – Sample Syllabus

STUDENTS PLEASE NOTE: Videoconferencing classes can be videotaped or streamed at the instructor's discretion."

COURSE INFORMATION SECTION

Name of Institution Providing Course

Course Title/Number

Semester

Number of Credits

Schedule - Meeting Dates/Time– **NOTE when delivering over IVN, instructor should list dates course is NOT held. Instructor also needs to inform their site coordinator at least one week prior so dates can be removed from the videoconferencing scheduling. Otherwise the host site may incur expenses for delivery.**

Location: Under location the instructor should include the host site name, room name or number, and phone number of the room.

● Host site room name/room number/room phone number

EXAMPLE: Gamble Hall 120 – 701-777-4825

Course description

Pre-requisites for course

Course objectives

Course Goals

Course Format

Required text(s) – how will students obtain them?

Supplemental text(s) – how will students obtain them?

Required reading packet – how will students obtain them?

Reserve materials – forward in a timely manner

Course management – what electronic management system do you plan on using – Blackboard, WebCT, e-College or other course management tool for your class? Or will you plan to have your own course website? If so, you should include information on this.

Course Requirements:

➤ Class attendance

➤ Class participation - how does this differ from on-site? Will you require students to participate outside of class through e-mail or group online discussion?

➤ Assignments - choose an electronic format or course management system to facilitate assignments. Include late policies, including handling of situations where technical difficulties prevent submission of assignments.

Provide a clear statement of both video class requirements and those to be completed outside of class.

➤ Examinations – will they be online, in-class at sites, who will proctor examinations at distance sites?

IF you need a proctor at the receiving sites, you need to visit with your campus site coordinator at least one week prior to make arrangements. OR if your campus has a policy on proctor procedures include that here.

➤ Small group presentations /projects

➤ Journals - if you use a course management tool, journals are provided

➤ Options for extra credit

Evaluation of Course Work – include course assessment or rubrics

- Requirements
- Points
- Due Date
- If you have a sample grading sheet or evaluation form include it with your syllabus
- Policy for late assignments
- Issues relating to the returning of assignments and FERPA

Grievance Procedures - are there any other items specific to your course or other items you feel should be included?

Expectations for the student/student outcomes

You may wish to include something like this in addition to your expectations: If you have a problem with class procedures, please speak with me to help resolve problems.

Students requiring special services – insert your campus policy

Academic Integrity – insert your campus policy

TECHNICAL REQUIREMENTS

Off Campus Sites Take Note !

Those attending this class at a non-higher ed campus such as a K-12 school, are responsible for the following:

- Arrive 10 minutes before the start of class to participate in the technical roll call. This ensures equipment, audio, and video are functioning properly when class begins.
- Call the host site of the class if experiencing problems during the class. Make arrangements for phone access.
- Once scheduled, recheck one week prior to the start of class – to ensure room will be opened.
- Be trained on
 - ▶ How to mute/unmute microphone
 - ▶ How to maneuver camera
 - ▶ How to reboot (restart) the equipment if asked to do so
 - ▶ How to adjust the volume on the monitors
 - ▶ How to use the document camera or ImageShare device with a laptop, if required for presentations, etc. Check with your site to ensure any software you plan to use for their presentation is compatible with equipment.

Failure to comply may result in your site being dropped from the event.

Other technical requirements for course:

- Will students need e-mail access (Be aware of different e-mail applications)
- Will students need specific software? (i.e. Word, Excel or other programs)
- Do students understand how to attach documents or understand what a pdf is?
- Any special requirements – if students are required to have a specific type of computer, calculator, computer programs, access to VCR, etc. or other media
- Will students need to know how to operate videoconferencing equipment at remote sites for presentations? What type of equipment is needed at remote sites?

Streaming – instructors, details on what to include will follow at a later date.

Delivery Presentation:

Establish your policies for asking questions, attendance, make-up work. Provide information on back up plans for when the technology fails either at one site or all sites.

Inclement Weather Information – For IVN Sites

In the event of poor weather conditions, please call 701-777-6486, press option #5 for the latest information on class cancellations. Instructor – if you prefer to notify your students through a list serv, state so here.

Trouble Call Phone Number: Campus receiving sites with classroom technicians are instructed to all the host site first. For non-campus sites, instruct students to call the host site number first if a problem occurs during the event.

INSTRUCTOR INFORMATION

Instructor' Name:

Information about instructor to include:

- Office Hours (will there be different office hours for onsite and distance ed students)
- Office Phone
- Office Fax Number
- Office Mailing Address
- E-mail address
- Home Phone (if you wish)

NOTE: If you have a graduate teaching assistant, provide the appropriate information for him/her as well.

Biographical Sketch of Instructor