Information Media
Distance Learning Policy and Procedures

Purpose
The Information Media (IM) department is committed to serving all students in the fields of media and technology including those for whom frequent travel to campus is difficult or impossible. The purpose of this policy is to establish methods for delivery of instruction to undergraduate and graduate student that takes into account student needs and requests and faculty rights and responsibilities.

Goal
The IM department will offer all courses utilizing a combination of distance technologies as they serve student needs. Distance education technologies utilized include conferencing and course management systems, such as Adobe Connect and Desire2Learn (D2L), and other technologies as they become available.

Definitions
Adobe Connect creates streaming video of a class viewable on computers via a broadband (high-speed) Internet connection. Distance students can see and hear the instructor and students who are in the classroom, view computer images and video used during the class session, and participate through speaking using a headset and microphone. Students may also use the Chat feature to interact with the instructor and other students. For many of the class sessions students can choose to access the streaming video synchronously during class time or to view the recording asynchronously at their convenience. Once created, the recording remains available to the students for the remainder of the semester.

The D2L course management system, allows students to view text, visuals, and audio materials posted by the instructor on a class webpage. The instructor designs and manages the course. Students participate using a variety of online tools that include discussion boards, email, and chat. Assignments and quizzes may be submitted electronically. In order to participate in a D2L class, the distance student must have access to a computer connected to the Internet and a StarID.

Policy
All courses required for graduate certificates and the master’s program will be offered synchronously through distance technology. Students will have the option of attending face to face if they choose. International students limited to taking one online class per semester will be accommodated by enrolling in a special section (face to face) of the course. Students will not be required to travel to campus to attend class.

Exceptions to offering a face-to-face option for students may include courses whose curriculum focuses on online or distance delivery on content, i.e. IM 554 and IM 646.
Within limitations set by the instructor, students may attend sessions of a course asynchronously. Students attending in this manner will be expected to actively participate in the class through means such as online discussions.

Rights and Responsibilities

Student
When attending classes from a distance the student has the responsibility to
1. Make use of a computer with a high speed Internet connection.
2. Make use of a headset with a microphone to participate in class discussions.
3. Be actively engaged in the class and not distracted by other personal or professional responsibilities.

Faculty
When delivering classes from a distance the faculty has the responsibility to
1. Provide alternative means for participation when asynchronous attendance is an option.
2. Provide access to class recordings in a timely fashion.
3. Utilize cameras and microphones so students are able to see and hear the instructor when he/she is leading the class.
4. Provide access to distance students to visual and audio information used to deliver course content.
5. Follow the departmental guidelines and established professional standards for distance delivery of instruction.
6. Utilize the department approved D2L template for classes.
7. When simultaneously delivering classes face-to-face and through distance technology the faculty has the responsibility to attempt to engage both face-to-face and distance students in class discussions and activities.
8. Be present in the assigned classroom during class times unless other arrangements have been previously made.

Department
The department by democratic procedures has the right to determine the classes that will be made available in one of the following options:
1. Simultaneously in a face-to-face manner and synchronously through distance technology
2. Synchronously through distance technology without a face-to-face option.
3. Asynchronously through distance technology.

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