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# ITV Course Support

## Instructional Support

- Joyce Becker, ECE Director
  - Patsy Seabaugh, Administrative Assistant
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# Course Management

## First Class Meeting:

- Establish Control
  - Seating Chart
  - Interaction
  - Processes for Handling
  - Facilitators
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# What's a Student Facilitator?

Assists you at receive sites

- Distributing materials
  - Gathering/sending assignments
  - Turning on equipment
  - Other logistic assistance
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# Facilitator Details

- Must have 3 or more students at site
  - Faculty turns in names of facilitators by end of second week/Sikeston & Kennett will assign
  - Student receives \$100 fee waiver at end of 3 credit hour class meeting 15 times (prorated if fewer meetings/credit hours)
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# Teach Backs

Originate from one of the receive sites

- \$50-\$150 stipend per visit
- Mileage/rental car provided
- 1 week's notice needed

Opportunity to connect face-to-face with students at distant locations

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# Courier

Courier picks up and delivers supplies, handouts, tests, etc. among campuses in

- Kennett
  - Malden
  - Poplar Bluff
  - Sikeston
  - Perryville
  - Cape Girardeau
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# Class Cancellations

## Instructor Cancellation:

- Responsible for notifying students, ECE, and ITV tech in advance.

## Weather/Technical Problems:

- If receive site cancels/is down, online access to class session
  - If originating site cancels/is down, post on web site & notify ECE & ITV.
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# Exams

## Proctors

- Minimum 1 week notice
- Receive sites only

## Final Exam

- Follows University Exam Schedule
  - If you teach an ITV-Web Blended Class, confirm day/time with ECE
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# Faculty Manual

- Mailed to all faculty teaching an Extended Learning course
  - Available anytime on Extended and Continuing Education website:  
<http://www.semo.edu/extlearn/ece.htm>
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