

What do all of these policies mean????

Mailing policy: This policy lets site and center staff know which pre-paid, white, attention-line envelope to use and what to write on the attention line when mailing student work like homework, reports and completed exams to the instructor.

Attendance policy: It is expected that attendance will be taken by providing students with attendance sheets for each class meeting. The attendance policy indicates how often the instructor wants to see that attendance sheet, weekly, monthly, twice-per-semester, by having it faxed to Augusta at 1-800-696-1125. Sites or centers with the capability are asked to scan attendance sheets and forward them to leaton@maine.edu instead of faxing.

Delayed Viewing Policy: Delayed viewing means viewing the lectures outside of class time. This policy is not applicable to courses for which recordings are not made, e.g. compressed video.

There are 3 possible delayed viewing options:

1. Delayed viewing (DV) allowed, NO permission required. Students may view the course via videostreams/VHS/DVD . There is no need to gain the instructor's permission to do so. Do not forget to look at the delayed-viewing exam information as many instructors require delayed-viewing students to take exams in real time with the rest of the class.
2. Delayed viewing (DV) allowed, permission required. Delayed viewing of the course via videostreams/VHS/DVD is allowed only for those students who have sought and gained the **instructor's** permission to do so. If a student asks how to gain such permission give the student the instructor's contact information and recommend to the student that they keep a copy of the instructor's response as part of their course records.
3. Delayed viewing (DV) is NOT allowed. This means that instructors expect students to view the course in real time, at their registered site/center.

Tape/DVD Lending Policy: Tape/DVD lending policies determines if students may take VHS/DVD copies of lectures off-site. Not applicable to courses taught asynchronously or over Compressed Video. There are three possible Tape/DVD lending policies:

Option 1 - The instructor authorizes release of class tapes/DVDs provided there is adequate justification and no other student is inconvenienced, as determined by site/center personnel.

Option 2 – The instructor does NOT authorize release of class tapes/DVDs off UMS premises unless he or she has been contacted by the site/center.

Option 3 – The instructor does NOT authorize release of class tapes/DVDs off UMS premises. This option may be the instructor's choice OR may be a legal stipulation as a result of copyright protected materials being included on the tapes/DVDs

Videostreaming Policy: This policy refers to where students can get access to videostreamed recordings of ITV lectures.

1. EMBEDDED means that registered students will be able to access the course through the course BlackBoard website from any PC (not MAC) with broadband access.
2. CENTERS ONLY means that videostreams of that course will be available only at UC locations where staff members have been granted access to a specific BlackBoard site which upon student request, they can log onto, start the stream and then log out. You may hear this BlackBoard site referred to as the 'bucket site'; this is because all 'CENTERS ONLY' videostreams are dumped into one BlackBoard site = the bucket. Loading streams into this bucket site is the default policy being used for those courses/instructors for which we have no policy information.

Exam/quiz Make-up policy: When a student wishes to make-up an exam or quiz he/she missed these are the policies which apply to that situation, e.g. does the students need to gain the instructor's permission to make-up an exam, if permission is needed how will the site/center be notified that permission has been granted and which exam should be used for the make-up, the original or an alternate.