



Video Conference

Policy for teaching via video conference at School of Engineering and Science

OBJECTIVE AND DEFINITION	
The policy stipulates the criteria for teaching via video conference.	
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Teaching via video conference must be 1) pedagogically relevant, 2) pedagogically justifiable and 3) technically justifiable.	
Pedagogical relevance	
Teaching via video conference must be <u>pedagogically relevant</u> by meeting one or more of the following requirements:	
a. The use of video conferencing supports the students' acquisition of the learning objectives and/or contributes to meet potential employers' demand for competencies.	
b. Video conferencing is suitable for the teaching form used for the module in question.	
c. Teaching via video conference can be used to ensure a high level of research-based teaching.	

Pedagogical justification

Teaching via video conference must be pedagogically justifiable by meeting the following requirements:

- a. When using video conferencing a teacher must always be physically present at both locations - the teacher 'at the far end' having the role as teacher's assistant.
- b. Video conferencing is used to a limited extent, thus not constituting a large part of the semester/the study programme.
- c. It is compulsory for the course holder to take a course concerning the use of video conferencing in teaching. The course is not compulsory for the teacher's assistant.
- d. All course sessions must not be run from the same campus.

Technical justification

Teaching via video conference must be technically justifiable by satisfying the following requirements:

- a. A student assistant must be present at both locations.
- b. It is compulsory for the student assistants to take the course in video conferencing for technical student supporters offered by AAU IT Services. In addition, student assistants must familiarize themselves with the School's job description for student assistants assisting with video conferencing.
- c. The student assistants shall after each course session inform the chairman of the study board of how the video conferencing worked.

ORIGIN, BACKGROUND AND HISTORY

The policy has been formulated on the basis of evaluations of the use of video conferencing.

OVERALL FRAMEWORK

Is included in the general part.

CONTACT/RESPONSIBILITY

School of Engineering and Science

APPENDIX

1. Principles for teaching via video conference at School of Engineering and Science.
2. Funktionsbeskrivelse for studentermedhjælpere til betjening af videokonferencesystemet (Job Description for technical student support assisting with video conferencing) - *only in Danish*

Appendixes

Teaching Via Video Conference

Principles For Teaching Via Video Conference at School of Engineering and Science

OBJECTIVE AND DEFINITION

Video conferencing is used when

1. students on different campuses must receive instruction in the same module.
2. students cooperate on a project or attend a meeting held at different locations.

The aim is

1. to increase the number of courses offered at the individual campus, ensure better use of teaching resources and reduce transportation needs.
2. to train the students' cooperation skills across campuses.

CONTENT

The school requisitions modules at an increased rate where video conferencing/joint courses are used across campuses. The additional resources are to be used for teacher's assistants at the site receiving the video. The teacher's assistant also assists with problem solving.

Based on the above, the following principles for video conferencing have been established:

- Where it is academically feasible, course teams are formed consisting of academic staff (VIP) from the campuses concerned.
- Teaching takes place on the campuses concerned, and the distribution is based on academic criteria.
- Where it is academically relevant, some course sessions can be held separately on each campus concerned.
- Normally, the course holder must teach equally on all campuses. Large differences in class sizes may be weighted proportionally, however at least one third of the course sessions must be run from the campus where the class size is the smallest.
- It is compulsory for course holders to take the mandatory pedagogical courses in video conferencing.
- Technical student support is always available on the campuses involved.
- There are always teacher's assistants on the campuses where the teacher is not physically present.
- As a rule, two lectures in the same course must not be held on the same day, but a lecture in the afternoon and another in the morning the following day are acceptable. However, two lectures may be held on the same day upon prior agreement with the students.

ORIGIN, BACKGROUND AND HISTORY

The policy has been formulated on the basis of evaluations of the use of video conferencing.

OVERALL FRAMEWORK

The principles are in accordance with the school's policy for teaching via video conference.

CONTACT / RESPONSIBILITY

School of Engineering and Science

Funktionsbeskrivelse for studentermedhjælpere til betjening af Videokonferencsystemet (*only in Danish*)

Velkommen som ansat studentermedhjælper til betjening af Videokonferencsystemet!

Din opgave er at bistå underviseren med at gennemføre undervisning via Videokonferencsystemet (VK- systemet) mellem de relevante campusser, hvilket indebærer din tilstedeværelse før, under og efter den planlagte undervisning. Da du samtidig er studerende på det semester, hvorpå undervisningen gennemføres, aflønnes du fortrinsvis for dit arbejde før og efter hver undervisningsgang – i alt 30 min. pr. undervisningsgang (for løn- og ansættelsesvilkår i øvrigt henvises til dit ansættelsesbrev).

Konkret forventes du

- At møde ca. 10 minutter før undervisningsstart for at teste systemet (virker teknikken, herunder især billede- og lydtransmission?)
- At kunne tilkaldes hurtigt via mobiltelefon i tilfælde af problemer med VK-systemet

og såfremt du selv deltager i undervisningen,

- At skulle bistå underviser med at sende/modtage "content" (typisk Power Points e.l.) mellem lokationerne
- At blive i undervisningslokalet efter undervisningens afslutning med henblik på at få lukket VK-systemet korrekt ned.

Desuden skal du

- deltage i en kort introduktion til VK-systemerne v/ ITS (AAU IT Services), hvor du vil blive oplært i betjening af udstyret (herunder opkald, modtagelse, betjening af panel, visning af "content" lokalt hhv. remote samt få orientering om de vigtigste faldgruber); introduktionen aflønnes med 1 time
- straks kontakte ITS med henblik på hjælp, hvis der opstår problemer med at afvikle den planlagte undervisning, som du ikke kan klare (ring på det tlf.nr., der fremgår af opslag i undervisningslokalerne, eller ring til ITS' helpdesk på tlf. 9940 2020)
- rapportere til ITS, hvis du registrerer andre problemer eller lignende med VK-systemet.

Vi ser frem til samarbejdet! Har du spørgsmål til din funktion, er du velkommen til at kontakte Lisbeth Fredberg på tlf. 9940 8492.

Venlig hilsen

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