Video Conference

Policy for teaching via video conference at the Department of Energy.

Objective and Definition

The policy stipulates the criteria for teaching via video conference. The policy is based on evaluations of the use of the video conference system.

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 the video conference system supports the students' acquisition of the learning objectives and/or contributes to meet potential employers' demand for competences.
b. Video conference 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 <u>pedagogically justifiable</u> by meeting the following requirements:

- Video conference is used when students in different locations need to be taught a module at the same time. When using the video conference system, a lecturer must always be physically present at both locations - the lecturer 'at the far end' as a teacher's assistant. The teacher's assistant is only required to be present during assignment work. Exceptions to this rule are the elective courses on the third semesters of the Master's programmes, where there is no teacher's assistant, but it is expected that the video link remains open or that the lecturer is available via Skype or email during assignment work.

- Extra resources will be available for modules that use video conference in order to cover the working hours of the teacher's assistant as well as to enable the lecturer to visit both locations.

- When academically relevant, individual course sessions can be conducted separately at each of the locations and when it is academically possible, a course team consisting of lecturers can be created for each of the affected campuses.

- As a rule, the lecturer must teach an equal amount of time at each campus. If the sizes of the student groups are very different the teaching can be adjusted accordingly, however, minimum one third of the course sessions must be conducted at the campus with the smallest student group. If there is less than three students in one of the locations then it is accepted that the teaching is conducted at the campus where the lecturer is located in order to minimise travelling. This applies particularly to the third semesters in the Master's programmes where elective courses with few students are taught via video

conference.

- Video conference is used to a limited extent, so it does not constitute a large part of the semester/the study programme.

- It is compulsory for the lecturer to take a course concerning the use of the video conference system in teaching. The course is not compulsory for the teacher's assistant.

- All course sessions should not be conducted from the same campus unless there is less than three students in one of the locations. In this case, the lecturer must visit the other location at least once to conduct a workshop/follow-up/question session.

- As a rule, two sessions from the same course cannot be conducted in the same day, however, it is acceptable to have one course session in the afternoon and another course session the following morning. In exceptional cases, two course sessions can be conducted in the same day if the students have been sufficiently informed beforehand and are clear about the expectations.

Technical Justification

Teaching via video conference must be <u>technically justifiable</u> by satisfying the following requirements:

- A student assistant must be present at both locations when the course session starts unless the lecturer notifies that she/he will handle the video conference on her/his own.

- 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 familiarise themselves with the Department's job description of this function, cf. appendix.

- The student assistants are required to inform the study secretaries, if they experience any problems with the video conference system.

- It falls on the study secretary to arrange the video conference in a course session, i.e. ask the lecturer if there is a need for a student assistant and, if yes, to contact the student assistant to have her/him set up the video connection before the course session in question. Afterwards, the lecturer and the student assistant will determine if the student assistant should also set up the video connection at the following course sessions.

Contact and Responsibility

Department of Energy /AAU IT support

Appendix

Job Description for Technical Student Support Assisting with Video Conference.

Appendix

Job Description for Technical Student Support Assisting with Video Conference

Welcome, new technical student supporter

Your primary task is to assist the lecturer when using the video conference system (the VC system) which requires your presence before the scheduled course session.

If you participate in the course as part of your own study programme, you will be paid for your work before and after the course session - 20 minutes in total per course session (for more details on your salary and terms of employment, see your letter of employment).

If you do not participate in the course, please instruct the lecturer in how to close down the system correctly. In this case, you will be paid for 15 minutes per course session. Additionally, please remind the lecturer to let you or the study secretary know if there are any irregularities or problems with the VC system.

We expect that you

- arrive approximately 10 minutes before the course session begins to test the VC system (e.g. does the image and sound transmission work?)
- can be summoned quickly via mobile phone in case of problems with the VC system.

If you participate in the course, we expect that you

- assist the lecturer in sending/receiving "content" such as Power Points, etc. between the locations
- remain in the room after the course session has ended to ensure that the VC system is closed down correctly.

Furthermore, you are required to

- participate in a short introduction to the VC system offered by the AAU IT Services, which will prepare you to operate the equipment (such as calling, accepting a call, operating the panel, avoiding the pitfalls and showing "content" locally and at 'the far end'). You will be paid for one hour when attending the introduction.
- immediately contact ITS for help if you are not able to solve a problem that hinders the scheduled course session (find the telephone number on a poster in the room or call the ITS helpdesk +45 9940 2020).
- Report to ITS and inform the study secretary if you experience any problems or have other concerns about the VC system.

We look forward to working with you. If you have any questions about your tasks, please contact Study Board Secretary Gitte Hageman Christensen +45 9940 9247.

Kind regards
Mads Pagh Nielsen
Head of Studies, Department of Energy