

East Carolina University
Tomorrow starts here.

**East Carolina University
College of Education
Wells Fargo Partnership East
Instructor's Manual
2011-2012**

Providing Educational Opportunities Close to Home



East Carolina University

<http://www.ecu.edu/wpe>



Wells Fargo Partnership East

College of Education

East Carolina University

Speight Building • Greenville, NC 27858-4353

www.ecu.edu

Dear Instructor:

North Carolina has a dramatic shortage of teachers, in the public school system, which looms as a crisis in the near future. State officials estimate that 80,000 new teachers will be needed during the next ten years. Wells Fargo Partnership East is a model designed and implemented by the College of Education at East Carolina University (ECU) with the North Carolina Community College System (NCCCS) to specifically address teacher recruitment and retention in the eastern part of the State.

As North Carolina's largest professional education program, ECU's College of Education has identified a pool of teacher candidates with strong ties to their communities who could be tapped to fill these positions. Wells Fargo Partnership East delivers courses to students on area community college campuses or through online delivery in the communities where they live and work. The program allows these students to earn a four year degree by an accredited university. ECU currently partners with nineteen community colleges, thirty-seven public school systems, one private two year college, and an Air Force base. Beaufort County Community College, Craven Community College, Nash Community College, Pitt Community College, and Wayne Community College serve as the hub site campuses. Students receive the same quality instruction from credentialed and licensed faculty just as they would on-campus. The only difference is the mode of delivery and the site of delivery.

Not only does this partnership reach across many state agencies, it also reaches across the ECU community. From the College of Education to the College of Arts and Sciences, from Financial Aid to Admissions, and from the Registrar's Office to Academic Advising, this effort is truly a partnership. This manual serves as an information guide to make your experience as an off campus/online instructor easier. You will find general information and site specific information that should ease the transition to the off campus/online setting. Each hub site has a full time coordinator that will assist you throughout the semester. Please do not hesitate to call upon them for information or assistance.

Together we can continue our proud tradition of preparing highly qualified teachers. The mission of Wells Fargo Partnership East is to "Provide Educational Opportunities Close to Home"; you are a major component in this mission. Thank you for your commitment to education and to East Carolina University. Please let me know if I can be of any assistance to you in this endeavor.

Sincerely,

Dr. Vivian Martin Covington, Director
Office of Teacher Education

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TBD ,Technology Consultant

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Speight Tech Support # 252-329-0919

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Flanagan Tech Support # 252-328-9369

General Information

Calendars

- WPE students follow the East Carolina University calendar.
- The hub site coordinators do not have access to the community college if the campus is closed.
- Instructors may want to plan an alternate assignment if ECU is in session but the community college campus is closed.
- Community college calendars are available on the appropriate community college website.
- Tech support students follow the community college calendar. If the community college campus is open but students are not in session, the tech support person is not available.

Consent Forms

- WPE students must have the Media Consent and Release form on file due to the various forms of instructional delivery utilized during their programs.
- There are specific faculty guidelines for the Media Consent and Release form on page 15-16.
- The Media Consent and Release form is on page 17.

Face to Face Sessions

- Face to Face sessions, including orientations, to be held at a WPE hub site should be coordinated with the individual WPE coordinator. Non-WPE students enrolled in WPE sections of courses are responsible for contacting the instructor for information regarding any face to face sessions.

Virtual Cohort Delivery

- A commitment has been made to participants in the Virtual Cohorts that there will be no whole class synchronous activities. However, small group synchronous activities will allow students with varying schedules to work collaboratively.
- Coastal Elementary 9, Northeast Elementary 1, Northeast Elementary 2 and North Central Elementary 6 cohorts operate as virtual delivery cohorts. Students in these cohorts have also been given the aforementioned commitment regarding synchronous activities.

Textbooks

- The Department Chair or Program Area Coordinator can provide instructions regarding placing the textbook order for the course.
- Students may purchase textbooks online or on the ECU campus.

Travel Reimbursement

- Travel Reimbursement should be submitted monthly to the appropriate department.
- Please consult the Department Chair or Program Area Coordinator for additional information.

Videoconferencing

Requests involving credit generating, semester-long classes with the Wells Fargo Partnership East sites will follow the following steps:

1. Instructor submits a proposal to Department/Unit Chair for approval of project.
2. Once approved, Instructor consults the Hub Site Coordinator of date(s) and time(s) of the proposed session(s).
3. Hub Site Coordinator determines if space and tech support at the hub site is available.
4. The Hub Site Coordinator will submit an electronic request form which will be reviewed by the Distance Education Coordinator.

5. Distance Education Coordinator schedules space and support at ECU, based on the electronic request form, and then sends out the confirmation email with the pertinent information for that session.
- All other requests involving videoconferencing with the Wells Fargo Partnership East sites will be coordinated with the Wells Fargo Partnership East Coordinator by the Distance Education Coordinator.
 - Speight evening tech support number: 252-916-0919
 - Flanagan evening tech support number: 252-328-9360
 - Ask a Librarian Toll Free Number : 1-866-291-5581

WPE Videoconferencing Policy Addendum for Non WPE Classes

Priority will be given as follows:

- a. All WPE classes
- b. Classes generating credit hours for the University

Procedure

- All requests for WPE facilities will be submitted using the COE Videoconference Form, located at <http://www.coe2.ecu.edu/teleconf/>.
- The Distance Education Coordinator will work with the WPE Coordinators to secure facilities at the local Community Colleges.
- Once facilities are secured, the Distance Education Coordinator will secure technical support for the facilities.
- A final confirmation will be emailed to all WPE Coordinators, University Instructor, local and site technicians and the Lead Coordinator with all of the final details.

Technical Assistance

1. Onsite technical support is required at all facilities for videoconferencing.
2. WPE work study students will be given the first opportunity to be hired to work at non WPE classes. The rate of pay varies at each institution and will be determined by the Lead Coordinator and WPE Site Coordinator.
3. Community College technicians will have the second opportunity to be hired as a consultant to provide tech support after hours at non WPE events. The rate of pay will be determined by Lead Coordinator and WPE Site Coordinator.
4. The COE ITC staff member responsible for Videoconferencing can train a student in the class to work as the technician for the class. This student will be responsible for locking and unlocking equipment.
5. Departments are required to pay for far site tech support out of their operating budget. Grant supported projects should build in funding for tech support.
6. The technician hired for each class will be responsible for locking up equipment, maintaining the room during the class and locking and unlocking the facility for class each night.

Each site has different rules for the facility. The University Instructor and COE hired technician will be provided with a copy of these rules and will be required to enforce them. Classes not following the site rules will not be allowed to use the facility.

Teaching Resource Centers/Interlibrary Loan Services

Students will have access to a variety of resources to support them during their program at ECU. Individual WPE hub sites have Teacher Resource Centers that have a variety of materials available for check out. In addition, students may access materials from Joyner Library on campus through

Interlibrary Loan Services. The K-6 Textbook Collection which includes teacher editions of each adopted text in grades K-6 for the subjects of Language Arts, Math, Science and Social Studies is available as a reserved Interlibrary Loan collection exclusively for WPE students.

Distance education students are highly encouraged to utilize this service as it was instituted to better serve our distance education students. To request the textbooks, you must be a distance education student and will need to set up an ILLiad account by registering as a user at the following web page <http://illiad.lib.ecu.edu/illiad/firsttime.html> . After registering, students may use the account to request needed materials. Materials will be shipped to them with a pre-paid return label making the service free of charge. Materials for this collection can be located by performing a keyword search in the Joyner Library Catalog using the “**limit by**” feature and selecting **Wells Fargo Partnership East** in the drop down box. For further information regarding this collection and Interlibrary Loan Services, visit <http://www.ecu.edu/cs-lib/accesssrv/ill/docdel.cfm> and/or <http://www.ecu.edu/cs-lib/accesssrv/ill/Tutorials.cfm> or contact Linda Teel at teell@ecu.edu or at 252.328.2287. Toll free “Ask a Librarian” number is 1-866-291-5581.

Office of Clinical Experiences (OCE)
Speight Room 104
Greenville, NC 27858
Phone: 252-328-6051 Fax Number: 252-328-2361
Practicum Placement Procedures

****Please make sure that your students have filled out the new version of the practicum request form that has a blank for the ECU ID. Forms that are turned in with Social Security numbers can NOT be accepted****

In compliance with the Identity Theft Protection Act of 2005, all faculty, staff, and students now have an ECU ID (formerly called Banner ID). The ECU ID is to be used instead of the social security number.

Instructor Name: _____

Course and Section Number: _____ **Please check here if this is a WPE course** _____

****The list of confirmed practicum placements and verification forms will be sent to you via email to your ECU email account****

Deadlines for Fall Semester Practicum Placements

September 10, 2010 Last day to submit practicum placement request forms to OCE
October 8, 2010 Last day to change a practicum placement (*these changes are rarely made and under special circumstances only*)

November 19, 2010 Last day for practicum work in Pitt County Schools

Please complete steps 1-4 and submit this form with your Practicum Placement Requests!

Step One Obtain practicum placement request forms for your students.

- a) The practicum request forms are available online: <http://www.ecu.edu/cs-educ/tached/Practicum-Placement-Forms.cfm> and outside of Speight 110.
- b) Make copies of the practicum request form for your classes. There are different versions for Elementary, Special Education, and Subject Area courses.
- c) When no face-to-face meetings are scheduled, instructors should have students complete the practicum request form online and email it to the instructor. When the instructor receives all forms for a section he/she should print them and submit them to 110 Speight as for any traditional course.

Step Two Have students complete the practicum placement forms in class.

- a) If students want a Pitt County placement, please remind them that it could be anywhere in Pitt County.
- b) If students want a placement outside of Pitt County, please have them specify the county and school where they would like to be placed. No Wake or Moore County placements will be made unless the student resides or works in Wake or Moore County as a Teacher Assistant. No private school placements will be made. No out-of-state placements will be made. No students will be placed with relatives.
- c) If a student is a Senior I, please have him/her indicate the Senior I placement county and school
boldly on the request.

- d) If a student is a teacher or teacher assistant, please have him/her indicate that on the request and be specific about the county and school where they work and want to be placed.
- e) **If students have multiple practicum courses, please have them indicate the other courses on the request, including a section number.**
- f) If students have transportation limitations or other issues, please have them make note of the issue on the request, and we will do our best to accommodate them; however, transportation is the responsibility of the student.

Step Three **Collect the request forms and *alphabetize*. We prefer to receive all of the forms for a particular course at one time; it makes placements and paperwork much easier.**

Step Four **Return Forms to the Office of Clinical Experiences – Speight 110. The last day to turn in the placement request forms for Fall Semester is September 10, 2010.**

Step Five **Distribute the verification forms to your students after they are returned to you from the Office of Clinical Experiences.**

- a) **On-campus Options**
- i) On-campus course instructors may distribute the paper forms in their classes.
 - ii) On-line or blended course instructors may consider collecting self-addressed, stamped envelopes from students at the initial class time to use to distribute the practicum verification forms.
- b) **Off-Campus Options**
- i) On-line course instructors may request that OCE email placement information. This information includes:
 - Placement spreadsheet for the course.
 - Course instructions.
 - Blank verification form.
 - ii) Instructors utilizing Blackboard to notify students of their placement should post the placement spreadsheet, course instructions, and verification form for students. Instructors should also include directions for students to print their own course placement and verification forms. Students should staple the forms together as one.

Step Six **Collect verification forms from the students when the practicum is completed. Use these to determine if a student deserves credit for the practicum.**

Reminders:

- Students are responsible for making contact with the practicum teacher and establishing a schedule of observation within two weeks of receiving their placement from OCE.
- If a problem arises with a practicum placement, students should be advised to contact their course instructor immediately.
 - a) Course instructors are responsible for communicating the problems to the OCE

Coordinator in charge of practicum placements in 104 Speight. (Kelly Cleaton 252-737-1938)

b) The OCE Coordinator will work with the course instructor to address the issue.

c) Changes in confirmed practicum placements are seldom made and under special circumstances only.

- OCE will make the placements, both in Pitt County and out of town. When all placements in a section are complete they will be processed to produce the verification forms.
- Students should not call the practicum teacher and leave a long distance call back number.
- Students are required to adhere to the school system's dress code.

The placement process takes about 6 weeks! Please keep this in mind when creating due dates for assignments.

The course instructor should maintain these forms for one year for documentation of practicum work. OCE does not keep verification forms on file.

Practicum Process Timeline 2010-2011

	Fall 2010	Spring 2011
First day of class	August 24	January 7
Forms submitted to OCE	August 24 – September 10	January 7 – January 21
Placements to professors	September 1 – October 1	January 14 – February 11
Last day to change a practicum placement	October 8	March 4
Last day for practicum work in Pitt County Schools	November 19	April 15
Last day of class	December 7	April 25

Practicum reminders

- *Contact practicum teacher as soon as possible to arrange observations/visits.*
 - *Plan ahead for practicum hours; consider other assignments and ECU holidays.*
 - *Do not call the practicum teacher and leave a long distance call back number.*
 - *Adhere to the school systems dress code; check with your teacher if you have questions.*
 - *Be respectful the practicum teacher's time and classroom.*
- Remember, you are a guest in the school. You represent yourself and ECU at all times.*



MIDDLE GRADES EDUCATION
PRACTICUM PLACEMENT REQUEST

SEMESTER _____ 20 ____

READ ALL INFORMATION ON THIS FORM. FILL THIS FORM OUT COMPLETELY.

Course Name/No. _____ Section # _____ Course _____ Instructor: _____

Circle area(s) of interest: Language Arts Math Science Social Studies 6 or 7 or 8

Name (PRINT) _____ ECU ID# _____ Telephone # _____
Last First

Local Address: _____

Assignment Request: You are responsible for transportation to and from your assignment.

_____ Pitt County Schools* Assigned by availability

_____ A county other than Pitt:** Specify county and school: _____

READ!!

*Important: Pitt county includes: Ayden, Bethel, Belvoir, Chicod, Falkland, Farmville, Greenville, Grifton, Grimesland, Pactolus, Stokes, and Winterville areas. Be aware that all of these areas are used in making placements. It is not possible for everyone to be placed in Greenville city.

**Important: Other counties are just as diverse as Pitt County. You should be aware of this if you request a county other than Pitt. All areas of counties are used for placements.

We are dependent upon the willingness of public school teachers and principals to accept ECU students into their classrooms. You should NOT contact a teacher directly. All placements MUST be made through the Office of Clinical Experiences. No private school placements or out-of-state placements will be made.

GIVE CAREFUL CONSIDERATION TO YOUR REQUEST.
ONCE ASSIGNMENTS HAVE BEEN MADE, THERE WILL BE NO CHANGES.

For consideration by the Office of Clinical Experiences, if you are taking another course(s) requiring a practicum, list course name, #, instructor, and section #. If you are currently in Senior I, please indicate this and the school and clinical teacher to which you are assigned.

I concur with the above assignment request: _____
Instructor signature or initials



SUBJECT AREA
PRACTICUM PLACEMENT REQUEST

SEMESTER _____ 20 ____

READ ALL INFORMATION ON THIS FORM. FILL THIS FORM OUT COMPLETELY.

Course Name/No. _____ Section # _____ Instructor: _____

Circle area(s) of interest: B-K K-2 3-5 6-8 9-12 Other: _____

Name (PRINT) _____ ECU ID # _____ Telephone # _____

Local Address: _____

Assignment Request: You are responsible for transportation to and from your assignment.

_____ Pitt County Schools* Assigned by availability
_____ A county other than Pitt:** Specify county and school: _____

Are you a Teacher Assistant at this school? _____ Yes _____ No

*Important: Pitt county includes: Ayden, Bethel, Belvoir, Chicod, Falkland, Farmville, Greenville, Grifton, Grimesland, Pactolus, Stokes, and Winterville areas. Be aware that all of these areas are used in making placements. It is not possible for everyone to be placed in Greenville city.

**Important: Other counties are just as diverse as Pitt County. You should be aware of this if you request a county other than Pitt. All areas of counties are used for placements.

We are dependent upon the willingness of public school teachers and principals to accept ECU students into their classrooms. You should NOT contact a teacher directly. All placements MUST be made through the Office of Clinical Experiences. No private school placements will be made. No out-of-state placements will be made.

GIVE CAREFUL CONSIDERATION TO YOUR REQUEST.
ONCE ASSIGNMENTS HAVE BEEN MADE, THERE WILL BE NO CHANGES.

For consideration by the Office of Clinical Experiences, if you are taking another course(s) requiring a practicum, please check the appropriate box(es) and indicate the section number. If known, please include the name(s) of the schools where you are placed for other practicums.

- Checkboxes for various course sections: ELEM 2123, ELEM 3235/36, ELEM 3249, ELEM 3250, ELEM 3275, ELEM 4551, SCIE 3216, MATE 3051, READ 3204, READ 3210, READ 3205/3206, and Other.

IF YOU HAVE SPECIAL CIRCUMSTANCES THAT YOU WOULD LIKE THE OFFICE OF CLINICAL EXPERIENCES TO CONSIDER WHEN MAKING YOUR PLACEMENT, PLEASE INDICATE THEM ON THESE LINES. EX. You are a Sr. I or you are a TA employed in a school - give name of system, school, and classroom teacher with whom you work or are assigned.)

I concur with the above assignment request: _____

Instructor Signature or Initials

Strategies for Helping WPE Students be Successful

- Please take the opportunity to visit the WPE website (<http://www.ecu.edu/wpe>) so that you are more familiar with how these students differ from our typical undergraduate students.
- This group of students is led and coordinated by a hub coordinator with who you should keep in close contact or investigate any student concerns.
- Please contact this hub coordinator at your earliest convenience so that the two of you can share contact information.
- The hub site coordinator will provide you with a profile of the WPE group with whom you will work.

As an instructor for a WPE course, here is a list of strategies that we would like for you to consider:

- Include contact information in your syllabus and course site for an alternative reliable contact person in the event that your students cannot get in touch with you. Your course mentor or area coordinator might be appropriate, but be sure to let her know if you plan to list her name as such.
- Specifically detail in your syllabus how long students should wait before they can expect to hear back from their email requests. Include details about differences in weekend and weekday “turn-around times.” Suggestions are that the weekly turn around time will be 24 hours and the weekend time will be 48 hours.
- Add other suggestions here:



Media Consent Release Guidelines

In the new buildings and throughout campus there is a proliferation of media resources available for instruction. The use of this equipment is very exciting, as it creates many new and exciting opportunities. This document contains some guidelines that need to be considered when recording and including students, guest lecturers, and others in the various electronic media resources available. **FERPA regulations require any information (media included) not considered Directory Information NOT be disclosed to anyone except the student without their prior written consent.** ECU needs to be able to demonstrate that it has permission from the students and others to include them in electronic media.

To record an ECU class lecture, you need the following:

1. A media **consent release** form (attached) must be executed by all students in the class-form must be permanently kept for your records; or
2. Clear notice in the class syllabus that the class will be taped, those who do not wish to be taped must notify the professor and those who do not so notify will be deemed to have given full permission to be taped and for ECU to use their recorded image for any purpose whatsoever. Provide this information to the class orally;
3. If you are focusing the video on students, both 1 & 2 are required.

Sample Language for Syllabus which should be prominently displayed:

This class will be videotaped and broadcast on the Internet and/or distributed on other electronic media now or hereafter known. These video recordings may contain your image and your voice. You must notify me as soon as possible if you DO NOT want your image and your voice contained on the video. If you do not so timely notify me, then you understand and authorize that as part of this class we may videotape your image and record your voice and broadcast it on the Internet and/or distribute it on other electronic media now or hereafter known.

To record guest lecturers, interview candidates, or others, you need the following:

1. A **Media Consent and Release** form must be executed by each individual (form attached). The form must be permanently kept for your records.

To record PK-12 students in conjunction with an ECU project/class:

1. The **Media Consent and Release** form must be signed by the ECU student teaching a course. In addition, the parent/guardian of each child being recorded must sign a **Media Consent and Release** form.
2. Before recording PK-12 students, communication from the ECU faculty/student to the public school classroom teacher **and** parents about the assignment is required. This can be a memo that is attached to the top of the consent form or a separate memo included with the consent form. The memo should include what is being recorded, why and how it will be used (i.e., placed on a public Web server for class viewing, used for educational conferences and/or presentations).

3. The ECU student, with the classroom teacher, is to verify that the public school students have both the ECU Media consent release form and the appropriate consent forms on file as per the policy of the school/school system.
4. Forms must be submitted to the faculty member teaching the course and retained permanently for their records.

ITCS Procedures for Uploading PK-12 files to a Public Web Server:

1. Files must be stored in a directory that is maintained by a responsible faculty member.
2. All files REQUIRE authentication. No files should be made available for public viewing.
3. Web space for video files can be requested at <http://ithelp.ecu.edu>.
4. Web space using active directory course authentication must be removed at the end of every semester. For example, if you are using a course userid such as SOCI4001001, the students in subsequent semesters could view the materials unless the materials are removed. Hence the requirement to remove the material at the end of the semester.
5. ITCS approves one method for the uploading and viewing of PK-12 videos. It is the ITCS Web uploader/viewer. The tool streams video and uses active directory authentication.
6. When requesting this space, the owner of the directory (faculty member or College IT administrator) must accept the terms and conditions, which includes confirmation that all of the appropriate forms have been signed and that the College of Education Procedure has been followed.
7. Students can have access to upload their video; however, before it can be viewed by the students the video upload must be approved by a faculty member. Before the student can upload a file, they must confirm the standard terms and conditions regarding copyright and in this case that they have signed a media release and had the appropriate forms signed by and sent to the parents of their classroom.
8. As part of our terms and conditions, we request that all users only use the tool to stream video and do not seek to download the files.
9. In special cases, ITCS will put in place a memorandum of understanding with departmental IT administrators, where the departmental IT staff is authorized to create directories/set permissions according to ITCS procedures.

To record patients or any act related to medical information:

1. Contact the HIPAA Compliance Officer (744.2030) PRIOR to making any such recordings.



Media Consent and Release

In consideration of being permitted to participate in East Carolina University technology initiatives, such as videotape recordings and virtual reality projects I, the undersigned, do for myself, my heirs, and personal representatives, agree to hereby release, hold harmless, and discharge ECU, all of its officers, agents, and employees from and against any and all claims, actions, or causes of action, liability, and demands whatsoever that I or my representatives have or may have against any of them which result from causes beyond the control of, and without the fault or negligence of East Carolina University, its officers, agents or employees which stem from, arising out of, or in connection with the use of my photographic portraits, or pictures, name, likeness or voice (for example, as an avatar in a virtual reality project), or any or all of them, either live or on archive video, including without limitation any and all claims for defamation or invasion of privacy with my participation in the video recording.

I understand that this consent may be revoked by notifying the instructor/classroom teacher of the intent to do so. Such revocation will indicate the wish to not participate in the video recordings and understanding that the instructor/classroom teacher will allow me/my child to sit in a portion of the room which will not be videotaped/video archived. However, I/my child acknowledge that if I/my child speaks in class, what is said may be recorded. If I/my child do not wish to be videotaped/video archived and/or audio taped/audio archived, I/my child will not be penalized in any way whatsoever. I acknowledge that should I/my child decline to be videotaped, an alternate assignment will be provided.

My signature below acknowledges my understanding that this involves the taping, broadcasting, and archiving of classroom sessions. I understand and consent that this information may be placed on a public Web server with authentication for class viewing. I also understand and consent to the possibility that any broadcast and reproduction of any class session may be used without my prior examination and/or approval.

I understand that by recording other people besides myself, that I am responsible for obtaining this media **consent release** form for each person in my media. In addition, I have informed each participant how the video will be used and stored.

In witness thereof, I have caused this Consent and Release to be executed this _____ day of _____, 20__.

Witness:

Participant (Parent or Guardian):

Signature

Signature

Child's name if applicable: _____

If you have questions about this form, contact the instructor/classroom teacher.

Wells Fargo Partnership East Coastal Consortium

Hub site: Craven Community College
800 College Court
New Bern, NC 28562

Coordinator: Anne Barker Faulkenberry
faulkena@cravencc.edu
faulkenberry@ecu.edu
(252) 638-6492

Craven Community College Campus East Carolina University Faculty Information

Campus Security

Craven Community College has 24 hour campus security. Campus Security is located in Building C across from the snack bar and may be reached by dialing (252) 638-7261. Call security if you have concerns or your classroom needs to be unlocked.

Evening Receptionist

To reach the college receptionist, call (252) 638-7200. The receptionist is available to answer questions by phone until 7 PM. He/she is located in the Student Center in Student Services, building C, room 105. For concerns at anytime, contact campus security.

Campus Operating Hours

The campus is open to students from 8:00 AM to 10:00 PM on Monday through Thursday, 8:00 AM to 5:00 PM on Friday (8:00 AM to 12:00 PM during the summer) and on Saturday as indicated by published schedules.

Campus Maps

Campus maps of each classroom building and the New Bern campus are located at <http://www.cravencc.edu/about/departments/newbern.cfm>. The Wells Fargo Partnership East Office is located in the Business and Technology Building, Suite 116.

Phone Directions

For local calls from a campus phone, dial 9 and the number. For calls to a campus number from a campus phone, dial the last 3 digits of the phone number. The phone in the Wells Fargo Partnership East reception area, H116, is available for your use.

Inclement Weather

Craven Community College announces closings due to inclement weather on TV Channel 12 and Public Radio East, WTEB 89.3 in New Bern or 88.1 if you are in Greenville. You may also call student services for a recorded message after hours at (252) 638-7200.

Parking Regulations

All students and faculty are required to secure a parking sticker from the receptionist located in the Student Center, building C, room 105. The receptionist is available until 7 pm Monday through Thursday and on Friday until 5 pm. Identify yourself as an ECU-WPE faculty member, and you will be issued a sticker free of charge (bring your license plate number to complete a registration card). If you are only on campus for an orientation session, you may wish to ask for a one day parking pass instead of a sticker or park in the visitors' lot for up to one hour.

University and College Schedules

ECU and Craven Community College do not have matching schedules. To insure that the college is open when you plan to meet with your class refer to the schedule located online at the college website www.cravencc.edu. ECU classes may not be held on days listed as administrative holidays since the Craven hub site will be closed. Spring Break at the college is during Easter time and will not match ECU's schedule. When ECU suggests that a particular Wednesday is a Monday make up day for example, be aware that your room location will not generally be available and you may not be able to meet (you may check with the consortium coordinator to determine availability). Instructors may want to make alternate assignments to provide for the time students are unable to meet due to these conflicts.

Godwin Memorial Library, Barker Hall, Second Floor

The library is open from 8:00 AM to 7:00 PM, Monday through Thursday, and 8:00 AM to 5:00 PM on Friday except in summer when the library closes at noon. Library cards are available to ECU faculty members upon request. Instructors may put items on reserve for students in the library.

Pugh Teacher Resource Center (TRC)

The Pugh Teacher Resource Center is located in a separate room in Godwin Memorial Library and is a valuable resource for students and instructors. It offers a small area for students to work and contains some texts, games, manipulatives, videos, activity books, and professional resources. The center also houses a die-cut machine, laminating machine, computer, television and VCR. Bring your class for a visit and please sign our log each time. Encourage your students to do the same. Ms. Cathy Campbell, Director (campbelc@cravencc.edu) or any of the library staff will be happy to assist you. Items may be checked out with your library card.

Audio-Visual Equipment

If your room has not been assigned an overhead projector or TV/VCR, it is acceptable and you are encouraged to locate one in another room in the building which is not being used and return it to the assigned room after class. Audio-visual equipment such as TV/VCR sets, DVD/VCR units, LCD projectors, and overhead projectors are also available for classroom use from Godwin Library. Contact the circulation/AV desk at (252) 638-7281 in Barker Hall. Equipment secured from the library should be reserved ahead of time. Borrowed equipment must be returned prior to the library closing (9:00 PM) or arrangements should be made in advance to return equipment to the evening dean who will arrange to return it the next day to the library. Equipment must be checked out with your Godwin library card.

Tele-conferencing Information and Contacts

The ECU technology assistant assigned to support the tele-conference or class will connect and set up the equipment in the assigned classroom and be available to operate the equipment during the session. Tele-conferencing sessions are scheduled through Jennifer Vinciguerra at ECU. Amy Thornton has been hired to operate the equipment at the Coastal Consortium. Amy may be reached by email at amy.thornton@cc.cravencc.edu or on her home phone (252) 637-9831. Amy does not have access to a cell phone but hopes she will be able to borrow a student's cell phone with unlimited minutes if there is a need for her to call ECU. Technology support is also provided by Craven Community College staff. Contact Otis Swint (252) 638-7323 swinto@cravencc.edu.

Snacks and Beverages

Food items shall not be consumed in classroom areas while class is in progress or in other areas designated for normal study activity. Snacks, beverages, and sometimes meal items are available in the student lounge and the College Book Store in Building H. Vending machines are available in the lounge area. College Book Store hours are 8:00 AM to 4:30 PM, Monday-Friday and 5:30 to 7:00 PM on Tuesday and Wednesday during fall and spring semesters. Summer hours are 7:30 to 3:00 PM Monday-Thursday, 5:30 to 7:00 PM Tuesday and Wednesday, and 7:30 to 11:30 AM on Friday.

Room Requests

Please complete a *Room Reservation Request Form* for each course you are teaching and submit it to the hub site coordinator. It is important to list the type of room (computer lab), Internet access, Polycorn access, and equipment so that the coordinator can find a room that contains the items you need. Since there is limited space available at Craven CC, please note the instructions for locating the equipment under the Audio-Visual Equipment section of this manual. Please ask the coordinator for assistance if securing the equipment becomes a problem.

Computer Labs

If you need a computer lab for a specific evening rather than the entire semester, please make your request well ahead of time.

Smoking

Smoking is prohibited in all buildings owned and operated by the college.

DIRECTIONS TO CRAVEN COMMUNITY COLLEGE FROM GREENVILLE, NC

Choose step 1 or 2 and then follow step 3.

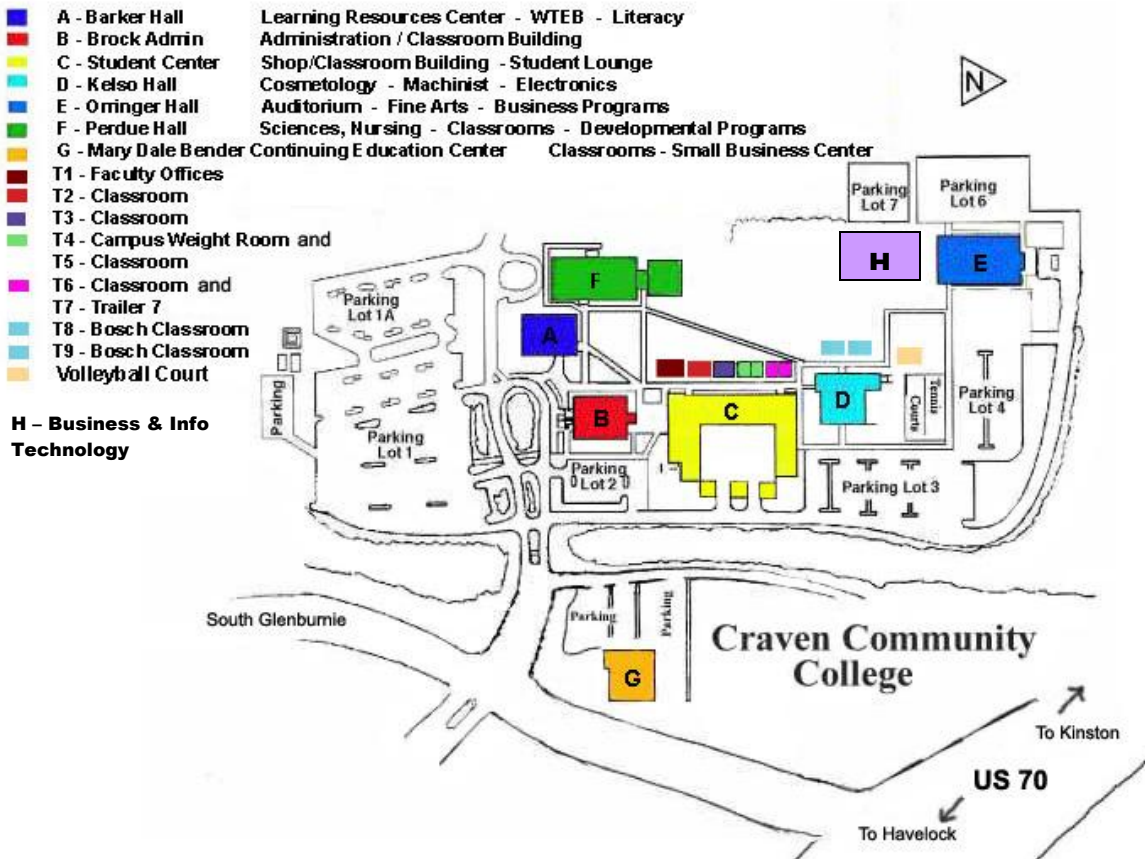
1. From Greenville take HWY 43 East through Vanceboro. HWY 43 merges with HWY 17 east of Vanceboro and will continue straight until you reach a stop light a few miles east of Vanceboro. Continue straight through the light on HWY 17 crossing the bridge as you come into New Bern. Follow the signs to Kinston, which will lead you straight onto HWY 70. The last exit is Glenburnie Road. Take the Glenburnie Road exit and turn left at the top of the overpass onto Glenburnie Road. After turning left, get in the right lane and turn right at the second light arriving at the Craven Community College campus.

2. From Greenville take HWY 43 East through Vanceboro. HWY 43 merges with HWY 17 east of Vanceboro. At a stop light a few miles east of Vanceboro, HWY 43 turns right. Follow HWY 43 to New Bern. You will pass Rollerland on the left, go over some railroad tracks, and come to an intersection where 43 again turns to the right. At this intersection, you will see Burger King on the left and McDonald's on the right. Follow HWY 43 to the right (also called Glenburnie Road). As you travel down HWY 43, you will go over the overpass for HWY 70. After you go over the over pass, Craven Community College will be on your right. Turn right into campus.

3. The first building as you enter campus on the right is the Bender Continuing Education Building (G). Pass G and come straight into campus. The next building on the right is Brock Administration Building (B). There is a visitors' parking lot (2) in front of it. Park and secure a free parking pass from the hallway information desk in B. The pass will allow you to park in lots other than 2 so you will need to affix the pass and move to another lot.

The Wells Fargo Partnership East office is located in Suite 116 in the Business and Information Technology Building (Building H).

CRAVEN COMMUNITY COLLEGE Campus map



Wells Fargo Partnership East Coastal Consortium
CRAVEN COMMUNITY COLLEGE ROOM RESERVATION REQUEST FORM

Please complete this form for EACH course you will teach at the Craven Community College hub site and return to the coordinator via email or postal mail.

Email address: faulkena@cravenc.edu Phone number: (252) 638-6492

Address: WPE Coastal Consortium Office location:
Craven Community College Business and Information Technology Building
800 College Court Suite 116, Room 116D
New Bern, NC 28562 New Bern Campus

Faculty Member: Title: First: Last:

Phone numbers: Office: Home: Cell:

E-mail Address:

Course Prefix: Course #: Section #:

Please list dates and times you would like to schedule face to face sessions. I will try to schedule a room with the requested equipment but that is not always possible.

Note: Sessions should not begin before 6 p.m.

ORIENTATION MEETING:

Date: Beginning Time: Ending Time:

Equipment Needs (check all that apply) Overhead Computer Lab/Class Internet Access VCR/DVD
Internet Access for Instructor only LCD Projector

ADDITIONAL CLASS MEETINGS:

Date(s): Beginning Time: Ending Time:

Equipment Needs (check all that apply) Computer Lab/Class Internet Access LCD Projector VCR/DVD
Internet Access for Instructor only Overhead Projector

If you will utilize teleconferencing technology during the semester, please indicate your needs, dates, and times in the comments section below.

Comments or other requests:

Wells Fargo Partnership East North Central Consortium

Hub site: Nash Community College
522 N. Old Carriage Rd.
PO Box 7488
Rocky Mount, NC 27804
252-443-4011

Coordinator: Kathy Bradley
bradleyk@ecu.edu
7226 Science and Technology Building
252-451-8212 office phone

East Carolina University Faculty Information

Campus Security

Nash Community College has evening security staff. Instructors may contact the security staff by dialing '0' on the campus telephones, dialing the main campus number (252-443-4011) or contacting the Nash County Sheriff's Deputy on duty at 903-5969. Phones are not located in most classrooms, so instructors are encouraged to bring a cell phone for emergency use.

Evening Director and Receptionist

A Nash Community College administrator is always on duty. To reach this administrator, dial 451-8200 or dial 0 on campus.

Campus Operating Hours

The campus is open to students from 8:00 a.m. through 10:00 p.m. Monday through Thursday, and 8:00 a.m. through 4:00 p.m. on Fridays. Summer hours may vary.

Phone Directions

For local calls from a campus phone, dial 9 and the number. For calls to a campus number from a campus phone, dial the extension number only. Phones are not located in most classrooms.

Inclement Weather

Nash Community College lists inclement weather announcements on the college phone number at 252-443-4011.

Parking Regulations

There are no parking regulations for evening instructors/students at NCC.

University and College Schedules

NCC and ECU do not generally have matching academic calendars. Please check the NCC website (www.nash.cc.nc.us) before scheduling your classes.

NCC library

The NCC library is open from 7:30 a.m. to 9:00 p.m. Monday through Thursday and from 7:30 a.m. to 4:00 p.m. on Fridays (September-May). Students will need to present a WPE identification card and a picture ID. Instructors may also put items on reserve in the library by contacting NCC librarian, Ms. Lanette Finch at 252-451-8244, email lfinch@nashcc.edu.

Teacher Resource Center

The Teacher Resource Center (TRC) is located inside the NCC library. It includes a collection of education related materials including: texts, games, manipulatives, videos, PRAXIS study guides, and other professional resources. All WPE students and instructors are encouraged to make full use of this resource.

Computer Lab

NCC has several instructional computer labs for class meetings, but availability is limited. Computer labs may be reserved by using the room reservation form. Please provide at least one alternate date when making your request. If a class requires specialized programs, please make arrangements in advance by contacting Kathy Bradley at the hub site office or David Morgan, Director of Instructional Technology, at 451-8342.

Wells Fargo Partnership East students may use the computer lab located in room 4211 of Building D. Students will need to present a WPE identification card and a picture ID. WPE identification cards can be obtained from Kathy Bradley.

Internet Access

Nash Community College is equipped with wireless internet access. To connect, instructors will need a laptop with a wireless network card. Please review the procedures for connecting using your technology.

Equipment

All equipment requests should be made to the WPE coordinator, Mrs. Kathy Bradley prior to the date of class. Instructors may request special equipment such as LCD projectors, overheads, DVD players and VHS players by using the room reservation form provided. If requested equipment is not in your classroom, please contact the hub site coordinator or the evening administrator at 451-8200. If you need to return a projector after 9:00 p.m. contact the on duty deputy; he/she will secure the item.

Tele-conferencing Information and Contacts

A dedicated DSL line and tele-conferencing equipment is available in room 7116 of the Science and Technology Building. The ECU technology assistant assigned to support the tele-conference or class will set up and connect the equipment on the ECC campus. Sessions are set up through Jennifer Vinciguerra at ECU. Please contact Kathy Bradley if you would like more information concerning tele-conferencing opportunities. The general tech help contact number at ECU is 252-916-0919.

Food and Beverage Policy

NCC does not allow food or beverages in any of its instructional areas. NCC does have a snack bar/restaurant located on the 1st floor of the D building and vending machines in each building, and special accommodations can be arranged if you would like to host a dinner on campus.

Smoking

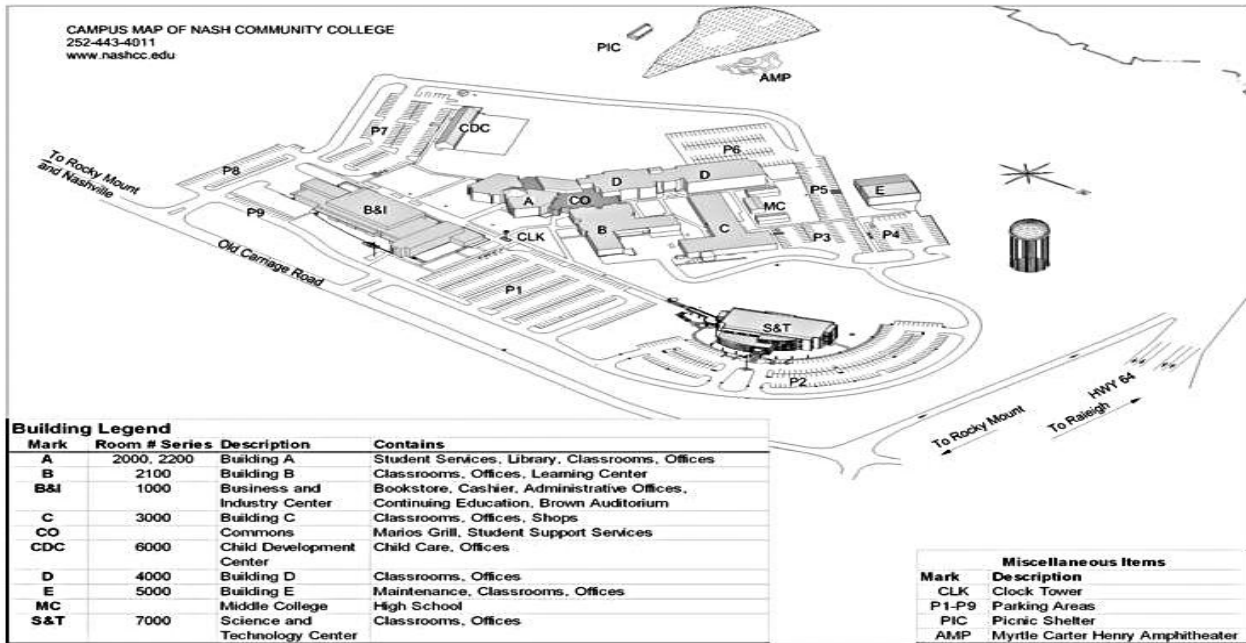
Smoking is prohibited in all NCC buildings. Smoking is permitted outside the building.

Children in Classrooms

Children are not allowed to accompany parents in any NCC classroom.

**NASH COMMUNITY COLLEGE HUB SITE
WELLS FARGO PARTNERSHIP EAST NORTH CENTRAL CONSORTIUM**

www.nashcc.edu/maps/



From Raleigh (West)

Take 64 East
Take the Red Oak exit
Turn right off ramp at stop sign (Old Carriage Rd)
Go approximately 1/4 mile
Nash Community College will be on your right

From Wilson (South)

Take 264 out of Wilson to Hwy 95
Take 95 North to Rocky Mount
Travel approx. 18 miles
Take 64 West exit (Exit 138) to Raleigh
Follow 64 W to first exit (Red Oak)
Turn left off ramp at stop sign
Go approximately 1/4 mile
Nash Community College will be on your right

From Rocky Mount (East)

Take 64 West
Take the Red Oak Exit (exit past the 95 overpass)
Turn left off ramp at stop sign
Go approximately 1/4 mile
Nash Community College will be on your right

From Roanoke Rapids (North)

Take 95 South
Take the Rocky Mount exit to 64 W (the sign will say Raleigh west)
Travel on 64W to the Red Oak exit (appx. 1 mile)
Turn left off ramp at stop sign
Go approximately 1/4 mile
Nash Community College will be on your right

Campus telephone 252-443-4011

The Wells Fargo Partnership East-North Central Office is located on the second floor of the Science and Technology Building in room 7226.

Wells Fargo Partnership East North Central Consortium
NASH COMMUNITY COLLEGE ROOM RESERVATION REQUEST FORM

Please complete this form for EACH course you will teach at the Nash Community College hub site and return to Kathy Bradley via email or postal mail.

Email address: bradleyk@ecu.edu Phone number: (252) 451-8212

Address: WPE North Central Consortium
Nash Community College
522 N. Old Carriage Road
PO Box 7488
Rocky Mount, NC 27804

Faculty Member: Title: First: Last:

Phone numbers: Office: Home: Cell:

E-mail Address:

Course Prefix: **Course #:** **Section #:**

Please list dates and times you would like to schedule face to face sessions. Note: Sessions should not begin before 5 p.m. Computer labs may not be available on all days of the week.

ORIENTATION MEETING:

Date: Beginning Time: Ending Time:

Alternate Date: Beginning Time: Ending Time:

Equipment Needs (check all that apply) Overhead Computer Lab/Class Internet Access VCR/DVD
Internet Access for Instructor only LCD Projector

ADDITIONAL CLASS MEETINGS:

Date(s): Beginning Time: Ending Time:

Alternate Date: Beginning Time: Ending Time:

Equipment Needs (check all that apply) Computer Lab/Class Internet Access LCD Projector
VCR/DVD
Internet Access for Instructor only Overhead Projector

If you will utilize teleconferencing technology during the semester, please indicate your needs, dates, and times in the comments section below.

Comments or other requests:

Wells Fargo Partnership East Northeast Consortium

Hub site: Beaufort County Community College
PO Box 1069
5337 Hwy 264 East
Washington, NC 27889
252-940-6384

Coordinator: Karli Ruscoe (Interim)
ruscoek@ecu.edu
Room 21, Building 11
Fax: 252-940-6411

East Carolina University Faculty Information

Description

The cohorts for the Northeast Consortium will receive instruction for their program via a totally on-line delivery method beginning with the 2008-2009 academic year.

Annual Face to Face Sessions

ECU notifies the Northeast Consortium participants that there will be a mandatory orientation session and one annual face to face session. These sessions can be utilized for administrative purposes and programmatic purposes. Some sessions may be scheduled off campus; this decision will be made based upon the make-up of the cohort. Faculty members will be invited to these face to face sessions based upon the course delivery planner. If the faculty member cannot attend the session, he/she may contact Mrs. Jennifer Vinciguerra, Technology Consultant, vinciguerraj@ecu.edu 252-328-6484, to schedule a Media Site taping that can be shared during the face to face session and linked to the course Blackboard.

Synchronous Activities

A commitment has been made to participants in the Northeast Consortium that there will be no whole class synchronous activities. However, small group synchronous activities will allow students with varying schedules to work collaboratively.

Computer Specifications

Northeast Consortium participants have been given a list of minimum technical specifications that they must access in order to be successful in the degree program. Students are encouraged to have access to a webcam and high speed Internet.

Technology Equipment

Equipment is available to faculty during the semester in which the faculty member is teaching a WPE Northeast Consortium course. Tablets, 3-in-1 printers, portable printers, USB flashdrives, headsets, and webcams may be checked out through Mrs. Jennifer Vinciguerra, Technology Consultant: vinciguerraj@ecu.edu, 252-328-6484. The equipment must be returned at the end of the term.

Instructional Technologies

Mrs. Vinciguerra is available to provide faculty training on various instructional technologies that may be used in the delivery of a Northeast Consortium course.

Remote Computer Access

Northeast Consortium participants are given instructions on how to log-in remotely to an ECU computer. This enables the student to access software loaded on the computers in the on-campus labs.

Video Storage

If as part of the instructional design of the course students are required to videotape themselves teaching, we have a process in place to digitize the videos and place them on a secure server so they can be reviewed by the instructor and their colleagues in class. For more information, contact Mrs. Vinciguerra.

Wells Fargo Partnership East South Central Consortium

Hub site: Wayne Community College
Dogwood 101 North
3000 Wayne Memorial Drive
P O Box 8002,
Goldsboro, NC 27533

Coordinator: Dr. Debbie Hall Grady
919-739-7012or (919) 222-8320 (cell)
gradyde@waynecc.edu
gradyde@ecu.edu

Wayne Community College Campus East Carolina University Faculty Information

Classroom Use

All classrooms at WCC are locked. When instructors arrive, they need to contact WCC security or Mr. Richard Harris to unlock the assigned room. It is suggested that you arrive at least 20 minutes early in order to have the room unlocked on time for students. Both WCC security and Mr. Harris are located in the main WLC (Wayne Learning Center) building (Flags fly in front of it and the building faces Wayne Memorial Drive.) Both WCC security and Mr. Harris may be reached by calling the WCC switchboard at (919) 735-5151. A room reservation must be completed in order to secure a room for an ECU faculty member. These forms are submitted to Dr. Grady via email. Room reservation forms are located in this manual or may be obtained from Debbie Grady.

Snacks and Beverages

Food items shall not be consumed in classroom areas while class is in progress or in other areas designated for normal study activity. Snacks and beverages must be consumed only in designated areas. A student center is located on the first floor of the WLC building that houses vending machines. **AT NO TIME SHOULD SNACKS AND DRINKS BE ALLOWED IN CLASSROOMS WITHOUT PRIOR APPROVAL FROM THE EVENING DIRECTOR, MR. RICHARD HARRIS.**

Students' Children

Children are not allowed to accompany parents in any WCC classroom.

Campus Security

Wayne Community College has 24 hour campus security. Campus Security is located in Room 140 in the main building, Wayne Learning Center (WLC) behind the receptionist's desk. Security may be reached by dialing Ext. 250 from any WCC campus phone. From an off-campus or cell phone, dial (919) 739-5151. Escort services are provided when requested. Emergency call boxes are located in parking lots on utility poles with a blue light indicator and an emergency call box sign. Emergency phones are also located in elevators. **Campus security must be notified by instructors when they have completed class in order that the classroom is properly locked for the evening. If a classroom is locked upon arrival, campus security will need to be called to unlock the classroom door.**

Evening Program Coordinator and Receptionist

Mr. Richard Harris is the evening program coordinator and may be reached at (919) 735-5151, Ext. 6743 or 919 739-6743 (direct line). Mr. Harris is located in the WLC building in room 136 (first floor on the right of the receptionist's desk). Mr. Harris ensures that instructors are in the assigned classroom and assists instructors with classroom concerns. The evening coordinator and the receptionist are available from 3:30 PM to 9:30 PM, Monday-Thursday. To reach the college receptionist, dial (919) 735-5151 or dial 0 from a campus phone.

Campus Operating Hours

The campus is open to students from 7:30 AM to 9:30 PM on Monday through Friday and on Saturday as indicated by published schedules.

Phone Directions

For local calls from a campus phone, dial 9 and the number. The main switchboard may be reached at (919) 735-5151.

Inclement Weather

Wayne Community College announces closings due to inclement weather on TV Channels 5, 7, and 9 and Radio stations 96.9FM; 101.5FM; 88.7FM; 730 AM; 1300AM; and 1150AM. You may also call check the website for increment weather announcements at www.waynecc.edu.

Parking Regulations

Evening students and instructors are not required to secure a parking permit. You may park in any lot on campus without a permit.

University and College Schedules

ECU and Wayne Community College do not have matching schedules. To insure that the college is open when you plan to meet with your class, refer to the schedule located online at the college website www.waynecc.edu. ECU classes may not be held on days listed as administrative holidays for WCC since WCC will be closed on those dates.

WCC Library

The library is open from 7:45 AM until 8:00 PM on Mondays and Thursdays. On Tuesdays and Wednesdays, the library is open from 7:45 AM until 5:00 PM. On Fridays, the library hours are 7:45 AM until 4:00 PM. ECU students and instructors may secure a library card without a WCC student ID. These cards are known as "local patron" cards. Local Patrons may check out 7 items and use the computers for research in the library. Overdue fines are 10 cents a day for books. There is a return box outside the WLC building so students can return items when the library is closed. The library phone number is (919)735-5151 or (919) 739-6760.

ECU Golden Leaf Teacher Resource Center (TRC)

The ECU Golden Leaf Teacher Resource Center is located in a separate room on the fourth floor of the WCC library. The key to the TRC is located at the circulation desk in the WCC library. Hours for the TRC are the same as operation hours for the WCC library. Instructors may want to encourage students to use the center and sign the log at each visit. Items may be checked out with a local patron library card.

Audio-Visual Equipment

If your assigned room does not have an overhead projector, it is acceptable and you are encouraged to locate one in another room on the same floor as your assigned classroom which is not being used and return it to the assigned room after class. Audio-visual equipment such as TV/VCR sets, DVD/VCR units, and LCD projectors are also available for classroom use from Wade Hallman at the Educational Support office located in the WCC library or at (919) 735-5151. Equipment secured from the library should be reserved ahead of time. No laptops will be provided by WCC for ECU instructors. To request equipment, please contact the WPE coordinator, Dr. Grady. Dr. Grady will communicate with Mr. Hallman to ensure the equipment requested is available. Upon completion of a class, notify security to lock the room to secure the equipment.

Tele-conferencing Information and Contacts

The ECU technology assistant assigned to support the tele-conference or class will connect and set up the equipment in the assigned classroom and be available to operate the equipment during the session, when possible. Sessions are scheduled through Jennifer Vinciguerra at ECU. Technology support is also provided by Wayne Community College staff member Wade Hallman at (919) 735-5151. The teleconference classroom is SPRUCE 206.

Special Room Requests

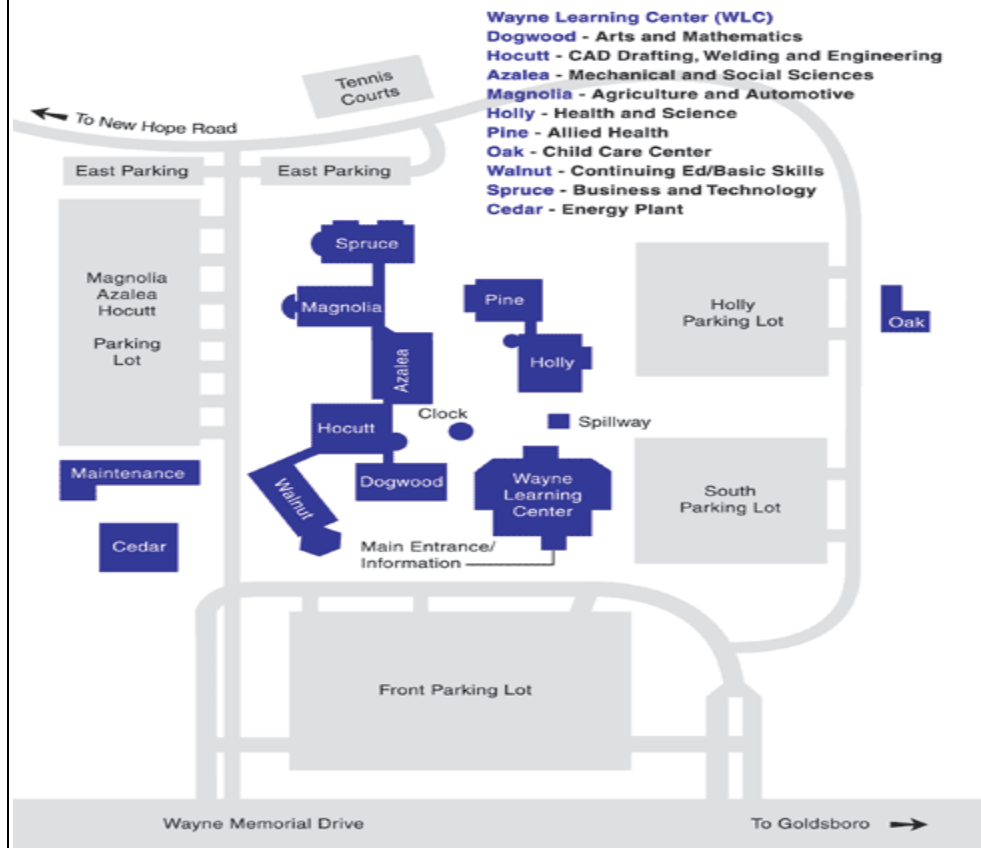
If you need a computer lab, Internet access, or other special classroom arrangements; please request this on the Room Request Form and send to the WPE coordinator. If furniture is rearranged in classrooms, please see that it is placed in its proper place before exiting the classroom.

Computer Labs

WCC does have several computer labs for classroom use. However, students may not remain in the classroom to use the computer lab if the instructor is not present. Students may use the supervised computer lab located in the Magnolia Building Room 215 until 8PM each evening.

WCC Campus Map & Driving Directions

Campus Map



DIRECTIONS TO WAYNE COMMUNITY COLLEGE (WCC):**From Greenville:** From Greenville, take 13 south. Pass through Snow Hill remaining on 13 south. Upon entering Goldsboro, turn right at second stop light onto New Hope road (turn right at the Burger King on the corner). Go 2 miles (pass through one more light). WCC is on the left about 1 mile beyond that last light. This is the back entrance. Travel on straight to the next light (Wayne Memorial Drive), turn left and the college is on left.

From Western NC (Raleigh)

From I-440 Beltline take Exit 14 (64/264 East). Continue east and take 264 East (Wilson) exit. Continue to Wilson and take Exit 43C (117 South) to Goldsboro. Continue south to Exit 87A (70 East to Kinston). Continue east on US 70 until you reach Wayne Memorial Drive exit. Following signs, take left on Wayne Memorial Drive and proceed north approximately 2 miles. Wayne Community College is on the right just past Wayne Memorial Hospital.

From Eastern NC (Kinston) via Highway 70

Take Highway 70 West into Goldsboro. Wayne Memorial Drive exit is the second one after the intersection of Highway 70 and Highway 13. Exit and follow signs, take right at exit onto Wayne Memorial Drive and proceed north for approximately 2 miles. Wayne Community College is on the right just past Wayne Memorial Hospital.

From Eastern NC via Highway 13

Take Highway 13 South into Goldsboro. Take right onto Highway 70 and proceed to second exit, Wayne Memorial Drive. Follow signs, taking right on Wayne Memorial Drive and proceed north approximately 2 miles. Wayne Community College is on the right just past Wayne Memorial Hospital or Take 264 West to Wilson and exit onto 117 South. Continue south to Exit 87A (70 East to Kinston). Continue east on US 70 until you reach Wayne Memorial Drive exit. Following signs, take left on Wayne Memorial Drive and proceed north approximately 2 miles. Wayne Community College is on the right just past Wayne Memorial Hospital.

From Northern area (Wilson, etc...) via Highway 117

Take Highway 117 South to US 70 East in Goldsboro. Continue east on US 70 until you reach Wayne Memorial Drive exit. Following signs, take left on Wayne Memorial Drive and proceed north approximately 2 miles. Wayne Community College is on the right just past Wayne Memorial Hospital.

From Fayetteville NC

Take I-95 North to Highway 70 East to Goldsboro. Stay on Highway 70 East until you reach Wayne Memorial Drive exit. Following signs turn left onto Wayne Memorial Drive and proceed north for approximately 2 miles. Wayne Community College is on the right past Wayne Memorial Hospital or Take US 13 North to intersection with US 117. Take left onto US 117 North. Follow 117 to 70 East (stay in right lane after you cross the railroad tracks). Continue east on US 70 until you reach Wayne Memorial Drive exit. Following signs, take left on Wayne Memorial Drive and proceed north approximately 2 miles. Wayne Community College is on the right just past Wayne Memorial Hospital

Wayne Community College

Room Reservation Form

PO Box 8002 Goldsboro, NC 27533-8002 (919) 735-5151

Fall
 Spring
 Summer

Year: _____

Event: **EAST CAROLINA UNIVERSITY COURSE NAME AND NUMBER:** _____ **SECTION #:** _____
INSTRUCTOR: _____

Sponsor/Agency: **East Carolina University - WPE - Debbie Hall Grady, Coordinator** Number Expected: _____

Location(s) To Be Used:

- WLC Seminar Room (WLC 145)
 Auditorium
 Dining Hall
 Atrium
 Other
 Corporate Training Room (Walnut 104)
 Tiered Lecture Hall (Walnut 101)
 Classrooms (Bldg. & Rm # Assigned)

NOTE HERE IF A COMPUTER LAB IS NEEDED:

Date(s) Requested:

<input type="checkbox"/> MON Begin Date	<input type="checkbox"/> TUE Begin Date	<input type="checkbox"/> WED Begin Date	<input type="checkbox"/> THU Begin Date	<input type="checkbox"/> FRI End Date	<input type="checkbox"/> SAT End Date	<input type="checkbox"/> SUN End Date	Setup times	Actual Start Time	Ending Time

Special Arrangements:

Security: _____

Maintenance: _____

Media: Computer Lab Needed Yes NO LCD
 Needed Yes No Polycom
 Teleconferencing Equipment Needed Yes No

Food Services: **NO FOOD OR DRINKS ALLOWED IN ROOMS WITHOUT THE VICE PRESIDENT'S PERMISSION AT WCC**

Other: _____

Requested By: _____	Assigned By: _____
Address/ Telephone: _____	Date: _____
	APPROVED:

IF CANCELLATION OF RESERVATION IS NECESSARY, CONTACT INFORMATION SERVICES IMMEDIATELY

Distribution

admissions/VP ESS/CIS	Switchboard/Security	Maintenance	Media	Evening Coordinator	Originator

When Applicable:
 Copy to Food Service

Wells Fargo Partnership East Virtual Consortium

Hub site: Pitt Community College
142 CWE-Everett Building

PO Drawer 7007
Greenville, NC 27835

Coordinator: Karli Ruscoe
252-493-7659 phone
252-321-4404 fax
ruscoek@ecu.edu

East Carolina University Faculty Information

Description

The Virtual Consortium is a collaboration between the ECU College of Education and North Carolina Community Colleges. Our goal is to offer Bachelor Degree programs through totally online course delivery.

Annual Face to Face Sessions

ECU notifies the Virtual Consortium participants that there will be a mandatory orientation session and one annual face to face session prior to the senior year. During the Senior I and II semesters, virtual cohort students are required to attend all senior seminars on campus at ECU. These sessions can be utilized for administrative purposes and programmatic purposes. Some sessions may be scheduled off campus; this decision will be made based upon the make-up of the cohort. Faculty members will be invited to these face to face sessions based upon the course delivery planner. If the faculty member cannot attend the session, he/she may contact Mrs. Jennifer Vinciguerra, Technology Consultant, to schedule a Media Site taping that can be shared during the face to face session and linked to the course Blackboard.

Synchronous Activities

A commitment has been made to participants in the Virtual Consortium that there will be no whole class synchronous activities. However, small group synchronous activities will allow students with varying schedules to work collaboratively.

Computer Specifications

Virtual Consortium participants have been given a list of minimum technical specifications that they must access in order to be successful in the degree program. Students are encouraged to have access to a webcam and high speed Internet.

Technology Equipment

Equipment is available to faculty during the semester in which the faculty member is teaching a WPE Virtual Consortium course. Tablets, 3-in-1 printers, portable printers, USB flashdrives, headsets, and webcams may be checked out through Mrs. Jennifer Vinciguerra, Technology Consultant: vinciguerraj@ecu.edu, 252-328-6484. The equipment must be returned at the end of the term.

Instructional Technologies

Mrs. Jennifer Vinciguerra, Technology Consultant is available to provide faculty training on various instructional technologies that may be used in the delivery of a Virtual Consortium course.

Remote Computer Access

Virtual Consortium participants are given instructions on how to log-in remotely to an ECU computer. This enables the student to access software loaded on the computers in the on-campus labs.

Video Storage

If as part of the instructional design of the course students are required to videotape themselves teaching, we have a process in place to digitize the videos and place them on a secure server so they can be reviewed by the instructor and their colleagues in class. For more information, contact Mrs. Vinciguerra.