

Student Orientation Table of Contents

The purpose of this orientation is to establish an understanding of procedures used by Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office and expectations for Distance Learning students regarding the Engineering Distance Learning Programs at Texas Tech University (TTU). A set of guidelines is necessary to ensure that faculty, teaching assistants, students and the WCOE-DL Office are operating under the same set of expectations regarding communication, curriculum and understanding. This will ensure a quality program for all participants.

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Are You Ready for Distance Learning?

- I set goals and deadlines for myself.
- I have a good reason for taking an online course.
- I finish projects that I start.
- I do not quit just because things get difficult.
- I can learn from things I hear, like lectures, audio recordings or podcasts.
- I am willing to email or have discussions with people I might never see.
- I usually work in a place where I can read and work on assignments without distractions.
- I can ignore distractions around me when I study.
- I am willing to spend 10-20 hours each week on a course.
- I am organized.
- I plan my work in advance so that I can turn in my assignments on time.
- I am good at using the computer.
- I keep myself on track and on time.
- I quickly seek answers to the questions I have on the lecture, assignment, and exam.

Technology Requirements

Computer:

The College of Engineering recommended laptop will run engineering software, including simulations, 3D drawings, and numeric calculations.

- <http://www.depts.ttu.edu/coe/dean/engineeringitservices/buyingtherightcomputer.php>
- Windows 10 Professional
- Intel Core i7 8th generation 6 core processor (3 GHz or higher)
- Minimum 16GB DDR4 RAM (32GB DDR4 RAM Recommended)
- 256GB - 512GB Solid State Drive (SSD) for OS and applications
- 500GB or higher Solid State Drive or Hard Disk Drive for storing data
- NVIDIA GPU with 4GB GDDR5 or higher. (NVIDIA Quadro P1000 preferred) or NVIDIA GTX 1070 or higher GPU
- 15" Widescreen

Mac or Chromebook systems should not be considered for the following reasons:

- All engineering software is Windows-based
- Running a virtual machine on a Mac will not provide the performance and stability which is required by most engineering software.
- Chromebooks are not designed to run high-performance engineering software and do not have the hardware specifications capable of supporting engineering software.

Peripherals:

- Printer/scanner and/or fax machine or have access to one (typically for exams)
- Virus protection software running on your computer
- Headphones or speakers, a microphone and a camera to use if video conferencing
- Able and comfortable using your TTU email account
- Have Microsoft Office and Adobe Acrobat Reader
 - Software Available to Students: TTU students have access to certain software for academic use. It may be found at: <http://www.depts.ttu.edu/itts/software/>

Media Site:

- <https://support.sonicfoundry.com/knowledge/article/000003279>
 - **Microsoft Windows 10 (COE recommended)**, Windows Server 2008 (requires the Desktop Experience), Windows 8, Windows 7, Windows Vista
 - Microsoft Edge, Microsoft Internet Explorer 7.0 or later (IE8 or later required if using the Mediasite 7 multiview player), Mozilla Firefox, or Google Chrome
 - Windows Media Player 9.0 or later (IE only)
 - Adobe Flash for Smooth Streaming playback (Mediasite 7.0.25 and later); Microsoft Silverlight 5 for Smooth Streaming playback (earlier Mediasite releases)
 - Broadband Internet connection
- Note:** Enterprise Video Platform 7.0.25 or later is required for Windows 10 support.

Internet:

- Reliable connection to the Internet with the capability to stream video and other common multimedia formats (video and audio)

Technology Requirements

- Microsoft Edge, Microsoft Internet Explorer 7.0 or later (IE8 or later required if using the Mediasite 7 multiview player), Mozilla Firefox, or Google Chrome

Understanding and Knowledge:

- Comfortable conducting online searches, setting bookmarks, and downloading files
- Know someone who can assist if you have computer problems
- Knowledge of submitting documents in an online format

Engineering Courseware vs. Blackboard

Courseware –Engineering Courseware (ECW) and Blackboard. Faculty should clearly describe in the syllabus how courseware will be used. If courseware will be used, students should be instructed: how to access the courseware, what they will find on courseware (e.g., lecture notes, quizzes, grades) and where it will be located, if and how they will use courseware to submit assignments, and whether students may communicate with faculty and teaching assistants via courseware.

Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office is solely responsible for maintaining and troubleshooting ECW. WCOE DL Office does not assist or troubleshoot Blackboard. For all assistance with this platform contact IT help (806.742.HELP)

ECW (Engineering Courseware):

ECW is managed and supported by the WCOE-DL Office. The WCOE-DL Office is responsible for posting class materials when provided by the faculty. Those class materials may include but are not limited to: syllabi, handouts, assignments, exams, etc. Once exam parameters are given to the WCOE-DL Office, they will be provided to students (see: How DL Exams Are Administered). The WCOE-DL Office is responsible to answer any technical or day-to-day ECW operational questions. For questions regarding academic information about their course, students must contact the faculty.

Blackboard:

Blackboard is a University-operated and assisted learning management system. Faculty are responsible for uploading the course material to Blackboard. WCOE DL Office does not have access to, or the training to provide support for the Blackboard system. For support regarding blackboard, please utilize resources on their web-site:
<http://www.depts.ttu.edu/elearning/blackboard/>.

WCOE-DL Office Contact Information:

Director, Liz Beaty

liz.beaty@ttu.edu

T: 806.834.0138

Program Manager, Dennis Hall

dennis.hall@ttu.edu

T: 806-834-0181

E-Mail Policy

Texas Tech University establishes e-mail as a primary vehicle for official communication with students, faculty, and staff. Each registered student, faculty, and staff member is assigned an official Texas Tech University e-mail address. All official University e-mail communications will be sent to the assigned ttu.edu address, including, but not limited to, communications from faculty to students registered in their classes and from administrative units to students.

The University expects that students will receive and read e-mail in a timely manner. Failure to receive and read University communications delivered to official e-mail addresses in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

Students, faculty and staff may redirect their official ttu.edu e-mail address to another address at their own risk. The University faculty and Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office are not responsible for handling e-mail by other service providers. Having e-mail redirected does not absolve recipients from knowing and complying with the content of the communication sent to their official University e-mail address.

If a student sends an email from a non-TTU address or a redirected e-mail address it is possible that the University servers will filter that e-mail as junk. In this case, faculty, staff, and other TTU personnel are not responsible for missed deadlines, misunderstood procedures or any other information not received due to the student not using the official TTU e-mail.

All exams, homework, assignments and any other course related materials that are emailed will be sent to each student's official TTU e-mail address. It is expected that these same items are returned by means of the student's official TTU e-mail address.

Typical professional communication standards will apply. This means that WCOE-DL Office, teaching assistants and faculty will respond to most emails received from the other parties within one business day (by the next business day), with three business days considered the maximum acceptable window for most circumstances. Other than a personal emergency, the only exception to this will be circumstances where one party has notified the others in advance that he/she will be without email access for a set duration. Automatic replies will be used in this instance, giving specific instructions of who to contact and when the faculty, teaching assistant or staff will be return. It is also noted that the above guideline applies **only** to emails sent to and from TTU email addresses as use of another email address may result in emails being delivered to spam filters.

If you have further questions regarding e-mail policy, contact the WCOE-DL Office.

Other Useful Contact Information

TTU Graduate School-

Campus Location:
328 Administration Building
P.O. Box 41030
Lubbock, Texas 79409-1030

Mailing Address:
Graduate School
Boston Ave. at Akron Ave.
328 Administration Building
Lubbock, Texas 79409-1030

Phone: (806) 742.2787 | Fax: (806)742.1746
Email: gradschool@ttu.edu

Registrar's Office-

Campus Location:

Texas Tech University
West Hall – Academic Records
PO Box 45015, Room 103
Lubbock, TX 79409-5015

Phone: (806) 742-3661 | Fax: (806) 742-0355

Normal Hours: Monday-Friday 8:00 AM to 5:00 PM Central Time.

Current students contact the registrar's office for:

- Academic Information Privacy (FERPA)
- Cancellation for Non-Payment
- Catalogs and Schedule
- Degree and Enrollment Verifications
- Degree Audit
- Grade Replacement
- Raiderlink (MyTEch Portal)
- Name and SSN Changes
- Notary Services
- Order Transcripts
- Registration Information
- Transfer Credit
- Updating Personal Information
- Withdrawal Information

Student Business Services-

General Contact Information

West Hall 301
Lubbock, TX 79409

Lobby Hours: 8:00 a.m.-4:30 PM Central Time M-F (*Excluding University Holidays*)
Don't want to wait in line? Wait from home by texting "TTU" to 313131.
Payments must be received by 4:30 PM Central Time on due dates.

Other Useful Contact Information

Phone: (806) 742.3272 | **Toll Free:** (866) 774.9477 | **Fax:** (806)742.5910

Mailing Address:

Student Business Services
Box 41099
Lubbock, TX 79409-1099

Express Overnight Mail:

Student Business Services
2520 Broadway, Room 333
Lubbock TX, 79409

Email: sbs@ttu.edu

Contact the Student Business Services office for questions regarding:

- eBill
- Making a Payment
- Bill Information/Breakdown
- Military & Veteran Services
- Loans & Refunds
- Tuition & Fees
- Scholarship & Financial Aid Information
- Financial
- Red Raider Orientation (RRO)
- Residency Information
- Calendar & Important Dates

WCOE-DL Office Hours of Operation and Contact Information

Location:

Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office is in the Engineering Dean's Office, Suite 100C.

Edward E. Whitacre Jr. College of Engineering

Box 43103 | Lubbock, Texas 79409-3103

Hours of Operation:

- ❖ Monday-Friday: 8:00am-5:00pm Central Time: in person, by phone and by email
- ❖ Evenings and Weekends: for emergencies contact by email

The WCOE-DL Office works to return all calls and emails as soon as possible. Emails and phone calls that are received after hours will be answered the following business day. Due to problems caused by spam filters, and large amounts of email, if we have not responded within two to three business days, please resend your email or give us a call. When contacting staff regarding questions, students need to provide their R# and/or course. Not doing so may delay a response.

Contact Information:

Liz Beaty

Director, Distance Learning

liz.beaty@ttu.edu

Dennis Hall

Program Manager, Distance Learning

dennis.hall@ttu.edu

Main College of Engineering:

T: 806.742.3451 | Fax: 806.742.3493

<http://aln.coe.ttu.edu>

Distance Education Resources provided by TTU Graduate School:

<http://www.depts.ttu.edu/gradschool/ProfessionalDevelopment/DistanceEd.php>

Frequently Asked Questions

Will I have to be online at specific times or can I work at any time that is convenient for me?

Participation in the course is asynchronous, which means that both on-campus and distance students can work with course materials at the times that are convenient for them. You will meet the same project and exam deadlines as the on-campus students, so you will want to schedule your time so that you will not rush those deadlines. Your participation in the class will not interfere with your work schedule or any of your personal commitments because you can choose the times that are most convenient for you.

How much of the program is interactive?

Class activities, discussions, and materials are presented interactively in multimedia Internet environments. Course lectures are recorded in state-of-the-art multimedia classrooms and streamed directly onto the Internet. Students can access the live stream and participate in the course in real time or watch the lecture videos on the course website at their convenience.

The asynchronous class discussions provide a continuous opportunity for students to obtain feedback and interact with their professor, peers, and in many cases, outside experts. On-campus and distance students have equal access to these discussion forums, and the faculty spend significantly more time interacting with their students than is possible in a traditional classroom setting.

How many hours per week can I expect to spend on a course?

Most students enrolled in one three-hour graduate course should expect to spend a minimum of 12 hours per week reading course materials, watching lectures via the internet, participating in class activities, and preparing course projects. There are no minimum or maximum time requirements for the course, so each student will have to determine how much time he or she needs to spend on the course in order to meet the course requirements and understand the material being presented and discussed.

Are there time limits on the completion of the courses?

Courses in the Distance Learning program follow Texas Tech University's academic calendar and mirror course offerings available on-campus. Distance students are expected to complete the course requirements within the semester period, meeting each of the instructor's project and exam deadlines. If unforeseen circumstances arise that will hinder your completion of the course, you should contact your instructor immediately to discuss your options. Assignment deadlines and course schedules will be available on the course website.

Who do I contact if I have problems or questions?

Before you register and while you are taking courses, if you have any questions or problems, please contact the WCOE-DL Office first so that we can assist you. If we cannot help you specifically, we will direct you to the person or entity on campus that can. If the question relates to the subject matter or syllabus, students should contact the instructor directly.

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Statement of Ethical Principles

“DO THE RIGHT THING”

Texas Tech University is committed to the values of mutual respect; cooperation and communication; creativity and innovation; community service and leadership; pursuit of excellence; public accountability; and diversity.

- 2005 Texas Tech University Strategic Plan

Texas Tech University is committed to be an ethical institution. In recognition of the rights and inherent dignity of all members of the Texas Tech University community, the university is committed to supporting the following principles and to protecting those rights guaranteed by the Constitution, the laws of the United States and the State of Texas, and the policies adopted by the Board of Regents. As members of the Texas Tech community, faculty, students, staff, administration, and all stakeholders accept responsibility for abiding by and promoting the ethical principles of the university described below. Although legal behavior and ethical behavior overlap in many areas, they are quite distinct. While we follow legal requirements, an ethical institution goes beyond them to achieve the following values.

Texas Tech Whitacre Jr. College of Engineering Student Code of Ethics

Each student enrolled in WCOE courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The WCOE Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the WCOE and Texas Tech University. All students enrolled in engineering courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

Student Code of Ethics

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information when asking faculty for a make-up or extension for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community.
- Live up to the highest ethical standards in all academic and professional endeavors.

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- Cooperation and Communication – WCOE is committed to the promotion of professional relationships and open channels of communication.
- Diversity – WCOE is committed to the inherent dignity of all individuals and the celebration of diversity

Students violating the Student Code of Ethics will be reported to the Dean's office and are subject to penalties, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for recognition for college academic honors, awards, and scholarships.

Texas Tech University Statement of Academic Integrity

Academic integrity is taking responsibility for one's own work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures that grades are earned honestly and gives added value to the entire educational process. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]

Academic Dishonesty Definitions

Students must understand the principles of academic integrity and abide by them in all class and/or course work at the University. Academic Misconduct violations are outlined Part I, section B of the Code of Student Conduct. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.

Instructor/Staff Responsibilities

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor should contact the Office of Student Conduct to discuss the nature of the violation and the student's record of academic integrity violations. Instructions for reporting allegations of academic dishonesty are available in the Code of Student Conduct. The instructor should attempt to discuss the matter with the student and receive a response from the student about the allegations. Then, the instructor may notify the student of possible academic sanctions including, but not limited to assigning a paper or research project related to academic integrity, make-up assignment that is different than the original assignment, issue no credit for the original assignment, reduce the grade for the assignment and/or course, issue a failing grade on the

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assignment, and/or issue a failing grade for the course. The academic penalty will not be implemented or assigned until all disciplinary procedures are complete. All academic integrity violations should be referred to the Office of Student Conduct as a central clearinghouse of violations and for adjudication as a Code of Student Conduct violation where disciplinary sanctions will be assigned.

- ✓ As a Distance Learning Student of Texas Tech University and the Whitacre College of Engineering, I agree to uphold Academic Integrity as stated above.
- ✓ I certify that I have completed, and I understand this Distance Learning student orientation.