

## Virtual Classroom STUDENT POLICIES AND PROCEDURES

The MG Robert M. Joyce Installation Management Academy School for Family and Morale, Welfare and Recreation (MWR) is proud to serve your learning needs with a new, innovative Virtual Classroom. During your learning experience you will learn and apply course content in many different modes of learning including web browsing, whiteboard activities, discussion boards and breakout rooms. Included in this handbook are the policies and procedures to follow while you are a participant in the School for Family and MWR virtual classroom. Please read and become familiar with the information provided.

### **General Information:**

**Academic Integrity\*:** Academic integrity means honesty and responsibility in scholarship. The School for Family and MWR has adopted the following academic integrity standards and expects you to uphold the standards as outlined below:

- I will not lie in my academic endeavors.
- I will not cheat in my academic endeavors.
- I will not practice plagiarism. Plagiarism includes:
  - Copy words and present them as my own.
  - Copy words, even if I give the source, unless I also indicate that the copied words are a direct quotation.
  - Copy words and change them a little even if I give the source.
  - Express someone else's ideas as my own.
- I will give prompt notification to my instructors when I observe academic dishonesty.
- I will model behavior that reflects the spirit of the Army values and I will insist my fellow students also model that behavior.

Failure to uphold these standards may result in your dismissal from School for Family and MWR training.

*\* Adapted from the U.S. Army Management Staff College Honor Code and the University of Oklahoma Academic Integrity Policy.*

**Virtual Classroom Expectations:** The basic ground rules:

- Be on time for class and when returning from breaks.
- Complete all assignments.
- Ask questions.
- Participate in group experiences, exercises, and discussions.

- Consult the instructor when problems and/or emergencies arise.
- Honor commitments.
- Avoid interrupting others.
- Respect the feelings of other participants.
- Complete course evaluations and training surveys.
- Utilize feedback to suggest needed improvements.



**Values:** The School for Family and MWR embraces and promotes the Army Core Values, Army Civilian Creed, and the Department of the Army Standards of Conduct. You are expected to practice these shared values while attending the School for Family and MWR.

## **General Virtual Classroom Instruction:**

**Access/Postings/Assignments:** Detailed instructions for how to access each specific virtual class will be provided to the student in the pre-course email (sent approximately two weeks prior to the start of the program). After each virtual session you will have a self-paced or group assignment to complete. Assignments include such things as research, readings, online classes, and/or posting responses to discussion questions in the School for Family and MWR online virtual classroom collaboration space. Collaboration spaces will be unique to your specific virtual class. Please consult your instructor and the virtual classroom syllabus for your specific requirements and grading.

Students who fail to complete required assignments will be placed in academic jeopardy which may result in one or more of the following actions: a failing grade for the assignment(s), failure of virtual course and/or notification of supervisor. Students who fail a virtual course may, at the discretion of the course Instructor, be barred from participating in future virtual courses for up to 12 months.

In the event of occasional internet connectivity or computer issues, your instructor will provide you with a back-up method in order to complete your session (email, telephone, etc). Please consult your virtual class syllabus for specific directions from your instructor.

**Course Schedule:** Each virtual class will provide 4-16 hours of instruction which will run 2-8 weeks in length. Each virtual session will last no more than two (2) hours each week. Homework and other assignments are unique to each class and may require additional, out of class time. Each virtual class will offer its sessions multiple times during a week to accommodate several different time zones and special schedules (early workers/ evening workers, etc). All class times listed on the Academy website are in the Central Time Zone; you must adjust your local time

accordingly. The course instructor will provide specific dates, days and times available for each virtual class. You are required to attend only the day and time you have been selected/ enrolled. You are required to participate and fully engage during your sessions.

**Class Materials:** You will be provided with course materials prior to the start of class. All of the class materials provided are yours to keep unless otherwise instructed.

**Grading:** Each student will earn a course grade. You must achieve a minimum average of 75% in order to graduate. You may be required to complete a post-course assignment, i.e. action plan (this is course specific). For those classes, final grades are awarded after meeting the post-course assignment requirement(s).



**Attendance:** Your consistent attendance is crucial to the learning process. The School for Family and MWR virtual classroom will be your place of duty during the weekly two (2) hour sessions. Participation in all scheduled virtual classroom sessions on the day and time required is mandatory in order to receive a certificate and be awarded CEUs. Only **ONE** excused session may be made up with additional course work provided by the course instructor. You are required to participate and fully engage during your virtual sessions; you will be considered absent if you do not. \*\*\*NOTE\*\*\* Meetings, luncheons, interviews, cell/telephone calls are not excusable reasons for being out of class. Failure to meet the attendance requirement may result in supervisor notification, dismissal from the course and a failing grade. Failure to complete a virtual class may impact your enrollment in future virtual classes. The course instructor has authority to contact your supervisor if you are absent for any reason.

**Breaks:** Breaks will be regularly scheduled during your two (2) hour sessions. Please return from breaks on time. Experience has shown that it is impossible to manage your activity/organization/program during break time. Failure to return from break is considered an absence.

**Illness/Emergency:** If you become ill or have a non-medical emergency (including base closure), please contact your instructor via email within 2 hours of the start of the duty day on the day of your class. Your instructor may verify with your supervisor that you are in a leave status. If you cannot reach your instructor, call the School for Family and MWR at (210) 466-1050 (or DSN 312- 450-1050) and leave a message for your instructor.

## **Equipment/Services/Environment:**

It is advisable that you have a dedicated area or space to participate in your virtual class. It would be ideal to be in a private room when participating in virtual classroom; but in reality, you may not be able to arrange that. Your space should be comfortable, free from noise and other distractions. You should have a reliable computer with internet connectivity and a dedicated phone line.

**Computers:** You are required to have a computer with access to the internet including the School for Family and MWR Online [www.imcomacademy.com](http://www.imcomacademy.com) and DCO ii <https://www.dcocloud.org/content/dcocloud/en/home.html>. It is your responsibility to make sure DCO ii is working on your computer. Perform a check of your computer system to ensure you are able to access: [https://connect.dcocloud.org/common/help/en/support/meeting\\_test.htm](https://connect.dcocloud.org/common/help/en/support/meeting_test.htm) Please consult with your local IT department for assistance.

In accordance with the detailed pre-course instructions you will receive 2 weeks prior to the start of class, make sure you are able to login to the School for Family and MWR online website and your Virtual Classroom Collaboration Space located on [www.imcomacademy.com](http://www.imcomacademy.com) (make sure you are able to see and access your collaboration space). If you need additional assistance with the collaboration space, please contact the Academy Registrar.

**Telephone:** During each class session, you will be provided a toll-free conference call-in number in order to participate in the virtual classroom. Make sure you have a dedicated, reliable telephone line on which to dial in. It is advisable that you use headphones if available. Cell phones, however, are not recommended.

## **Your Learning Environment:**

### Before starting your Virtual class:

- Inform co-workers when you will be in class and post a sign on your door or desk
- Put an "out of office" on your Outlook calendar
- Use a headset instead of your computer speakers to minimize disruption to others
- If using a cordless headset, check and charge the batteries
- Turn off the ringers/alerts on telephones and cell phone
- Turn off e-mail and instant message alerts

### Virtual Classroom ground rules:

- Use the mute button on your phone using phone feature or dialing \*6 (dial \*6 to unmute as well); Do not place the call on hold
- Raise your virtual hand and you will be called on to ask your question or make a statement
- Identify yourself before speaking (when not called on)

## **Student & Supervisor Agreement**

The Installation Management Command (IMCOM) Regulation 350-1, IMCOM Training and Leader Development (2010) states:

The Installation Management Community is dedicated to developing a healthy, well-balanced, multi-skilled workforce comprising military and civilian leaders and personnel with the knowledge, skills, and opportunities to successfully and innovatively accomplish the mission. Leader and workforce development, a strategic imperative, is nested in the Installation Management Campaign Plan, Line of Effort 1. A multi-skilled workforce, comprised of military and civilian leaders and personnel is key to the successful execution of the mission. IMCOM must build and sustain a cadre of agile and adaptive leaders along with a trained, experienced, and educated civilian workforce to provide excellent services for Soldiers and Families and to meet the day-to-day readiness challenges of sustaining installations. (p. 2)

Your professional development is a partnership between you and your supervisor. It is essential that the employee/supervisor cooperation is understood prior to you taking part in a virtual class. The School for Family and MWR is instrumental in providing you with tools and training to help you in that endeavor.

Prior to your acceptance into the virtual classroom, you and your supervisor must sign the attached agreement and scan/or fax it to the Academy. This agreement outlines the requirements of the virtual classroom, and the responsibilities of you as a student and your supervisor. It highlights the importance of your participation, the length of your virtual classroom and the resources needed at your location for you to succeed.

**NOTE:** You and your supervisor will be required to sign the attached agreement for each virtual classroom course you in which you will participate.

For questions or additional information please contact the School for Family and MWR:  
Email: [USArmy.IMCOM.Academy@mail.mil](mailto:USArmy.IMCOM.Academy@mail.mil)  
Phone: 210-466-1050 (DSN) 450-1050  
Fax: 210-466-1032/1034

## **Employee & Supervisor Agreement**

Virtual classroom student requirements:

- Computer with Internet Access
- Telephone for conference call-in (w/ headphones recommended)
- Quiet office or area
- 2 hours weekly of active involvement in the virtual classroom (varies depending on section/hours enrolled)
- 2-4 hours weekly of additional post session activities/assignments
- Access to IMCOM Academy ([www.imcomacademy.com](http://www.imcomacademy.com))
- 100% attendance and participation (only 1 excused absence allowed)

Student/Employee Responsibilities:

- Attend and participate in weekly 2 hour virtual classroom session (2-8 weeks depending on course)
- Only one authorized absence allowed (will require make-up work)
- Complete and turn in all assignments on time

Supervisor Responsibilities:

- Authorize employee to participate in the School for Family and MWR virtual class (2 hrs/wk)
- Authorize employee time to complete any required assignments (2-4 hrs/week)
- Assist employee with assignments when required
- Support student in attaining necessary tools and equipment (i.e. dedicated time, computer, internet access, phone line, etc.) to be successful

By signing this agreement you agree to the requirements and responsibilities outlined above.

Virtual Classroom Title: \_\_\_\_\_

Section Start Date: \_\_\_\_\_

\_\_\_\_\_  
Student/Employee Printed Name

Student/Employee Signature/Date

\_\_\_\_\_  
Supervisor Printed Name

Supervisor Signature/Date

Please contact the Academy for additional information 210-466-1050, (DSN) 450-1050 or [USArmy.IMCOM.Academy@mail.mil](mailto:USArmy.IMCOM.Academy@mail.mil)