

Live Cast- Faculty Version
Northeastern University- College of Engineering
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Introduction

Live Cast course sections are delivered using synchronous, web-based technology by an instructor at one location to students present in a classroom at another location, with instructor-classroom interactions facilitated by an in-class instructional assistant. The benefits derived from this modality include:

1. allowing students at one location to benefit from faculty expertise at another location, while still maintaining live student-faculty instructional interaction and feedback;
2. increasing the number of course offerings at each campus location through cross-campus course “sharing”; and,
3. promoting the Northeastern University global university network through student and faculty interactions among campus locations.

Setting up the Live Cast Course Section

Approval process for Live Cast offering

Prior to establishing a Live Cast section of a course to be offered, the academic unit will submit the request to their Associate Dean for Graduate Education (or equivalent), no later than 2 weeks before the start of Student Enrollment.

The department will notify the online group as soon as the IA’s are hired and where they will be working at b.vanalfen@northeastern.edu (Brad Van Alfen). This is due no later than a month before the semester begins.

Every Live Cast section must have an instructional Assistant who meets the following requirements

1. The Instructional Assistant(s) (IA) will be hired by the delivering unit’s home college via student employment. This is a separate employment category from TAs.
2. The online group will provide each IA orientation on how to use Teams Synchronous features.
3. For a given Live Cast section they are supporting, IAs should ideally have previously taken the class, but must at least have the following minimum qualifications:
 - a. Must be enrolled in the same program for which the Live Cast class is being offered.
 - b. Cannot be a registered student in the section.
 - c. Must have been a student in the program for at least one semester prior to serving as an IA.
4. An IA may simultaneously serve as the IA and TA (or part-time student employee) supporting other aspects of the course section (i.e., grading), but must be hired for each role separately.

Faculty Instructor and Instructional Assistant will be provided orientation through the University Live Cast Delivery Working Group

Technology to Be Used to Deliver Live Cast

The technology is subject to change over time as platform products become available, For the Spring semester, 2020 delivery, Microsoft Teams will be used in order to be supported by the institution's technology standards.

Other equipment needed for the classroom with the Instructional Assistant would be a microphone to communicate with instructor, speakers to heard instructor and his/her responses, projector for room and computer to access the internet.

Protocols for Delivery of Course

Faculty Instructor Responsibilities

Instructor will be responsible for coordinating and setting expectations with the Instructional Assistant to ensure seamless courses. They will meet regularly to determine any adjustments to instruction or support as needed.

Faculty member will establish an attendance policy to ensure successful completion of course requirements. However, at a minimum, students may not miss more than 10% of the class meetings without valid excuse(s). "Attendance" for a class session is defined as remaining in the classroom for the duration of the class.

Instructional Assistant Responsibilities

The Instructional Assistant assigned to the receiving section of a Live Cast class plays a critical role to ensure that students in the classroom are actively engaged in the lecture and other activities associated with the class.

Instructional Assistants have the responsibility to:

1. Set up technology in the receiving classroom, or liaise with designated technology specialist in the receiving classroom campus.
2. Attend all classes with students, take attendance at each class session, and compile semester attendance record for archiving in Canvas or other LMS.
3. Remain in the classroom throughout each class session.
4. Work closely with the Faculty Instructor to understand the Faculty Instructor's expectations of student engagement during the each class.
5. Facilitate and support those classroom interactions with the Faculty Instructor, including moderating questions/feedback through either audio communication or the chat function on the delivery platform.

Logistical Considerations

In addition to the preceding specifications, the following logistical details are noted regarding Live Cast course sections:

1. The Faculty Instructor, Instructional Assistant and students in all locations will be able to interact synchronously
2. If class is cancelled due to technology problems, the class must be made up using synchronous delivery.
3. If the Faculty Instructor or Instructional Assistant is not present at the time of the class, this class will be cancelled and the class must be made up using synchronous delivery.

Use of Recorded Live Cast Class Sessions

For accessibility purposes, Live Cast class sessions that are recorded may be posted for the students to view after the completion of that class session.

If a student does not attend that class session, they may watch the recording, however they will still be marked absent.

Recordings cataloged in Canvas can also be used for subsequent asynchronous offerings of the course (not to be classified as Live Cast).

Recording and posting of lectures is the choice of the instructor.