Special Considerations for COE Distance Education Courses

Methods of Delivery: The AU College of Engineering (COE), through its Graduate Outreach Program (GOP), offers selected graduate-level course work to off-campus students by various means, primarily streaming video delivered via the Internet or DVDs. Standard VHS video tape can also be produced. On-campus classes are held in specialized classrooms and are recorded each class day. Streaming video is available within a few minutes. DVDs (or tapes) are shipped the same day. Handout material made available to on-campus students is posted on the Internet or sent to off-campus students along with the tapes or DVDs.

Instructor/Student Communication: Typically, students and professors communicate via telephone and e-mail, and by exchanging documents via various means. Internet sites and discussion groups may be used to facilitate communication among the students as well as with the instructor.

Exam/Test Security: All off-campus students are required to have test proctors. These proctors serve on behalf of the instructors to maintain the integrity of the program. Proctors must be approved at the departmental level and by the Director of the GOP. Ideally, the proctor is someone in the human resources, personnel, or training and development section of the company, or agency, where the student is employed. On occasion, other personnel ranking at least one administrative level above the student serve as the proctor. In special cases, local librarians, or college testing services personnel may serve as the proctor. Responsibilities of proctors are clearly defined and, prior to approval, all proctors must agree to abide by rigorous rules related to the receipt, handling, administration, and return of tests and examinations.