

GREAT PLAINS IDEA

Youth Development Student Handbook

Welcome

You have been admitted to a unique online program which focuses on the positive aspects of development of youth in the second decade of life. This program is offered and administered by a group of universities and therefore has some unique procedures that will be addressed in the following information. In order to assure your smooth transition into this program, you are encouraged to read this entire student handbook and to refer to it often throughout the program.

As a graduate student, it is your responsibility to be familiar with the information in this handbook and with the applicable rules, regulations and procedures it contains. We hope that this handbook will assist you in completing your program by providing a guide for your enrollment and program progress.

Student Responsibilities and Expectations

- Learn and adhere to the academic rules, procedures and policies, of your home institution and those outlined in this Great Plains IDEA Youth Development Program Student Handbook.
- Meet the requirements of your home institution for degree or certificate completion pertaining to your Youth Development Program in a timely manner.
- Follow scholarly codes of ethics in course work, research, and professional activities.
- Exhibit high-standards of professionalism in program course work.
- Understand and use the most recent American Psychological Association (APA) formatting and style.

Course Requirements

To earn the Master's Degree, students must take the following required courses and meet their home institutions degree requirements.

Youth Development Masters

Ten (10) courses have been specifically developed to accomplish the learning objectives of the youth development program. The required courses offered within the program include the following

- Foundations of Youth Development (professional development seminar) - 1 cr
- Community Youth Development - 3 cr.
- Youth Development - 3 cr.
- Adolescents and Their Families - 3 cr
- Program Design, Evaluation, and Implementation - 3 cr
- Youth Professionals as Consumers of Research - 3 cr.
- Administration and Program Management - 3 cr
- Youth Policy - 3 cr
- Youth in Cultural Contexts - 3 cr
- Contemporary Youth Issues - 3 cr

[Note: 3 credits are required. This course may be taken more than once (up to 9 hours), as long as the topic areas are different each time (i.e., Appearance, Global Youth, Volunteerism).]

Eight (8) additional credits are taken to meet the unique requirements of the student's home institution. These credits may come in the form of thesis, project, internship, or additional coursework depending on the degree requirements of the home institution.

Youth Development Elective offered through Great Plains IDEA:

- Grantwriting (3 cr)

Youth Development Certificates

Two 13-credit graduate certificates are available. Students seeking a certificate in Youth Development must apply for Graduate School admission. Students completing both certificates only need to take the foundation seminar once.

Youth Development Specialist Certificate (13 credits)

- Foundations of Youth Development Seminar (1 cr)

Plus 4 of the following courses (12 credits):

- Youth Development (3 cr)
- Community Youth Development (3 cr)
- Adolescents and Their Families (3 cr)
- Youth Policy (3 cr)
- Youth in Cultural Contexts (3 cr)
- Contemporary Youth Issues - 3 cr

Youth Program Management & Evaluation (13 credits)

- Foundations of Youth Development (1 cr)

Plus 4 of the following (12 credits):

- Program Design, Implementation and Evaluation (3 cr)
- Administration and Program Management (3 cr)
- Youth Professionals as Consumers of Research (3 cr)
- Youth Policy (3 cr)
- Contemporary Youth Issues - 3 cr

Advising & Registration

When you are admitted to the program, you will be assigned a faculty advisor. Your advisor can assist you with course planning, course substitutions, planning your internship work and other concerns you may have during the course of your program. Your advisor will help you keep up-to-date with program and university policies, procedures and requirements.

Registration Procedures

Students register for all courses through their home, or admitting, institution. The university's campus coordinator will be key contact regarding registration procedures. They disseminate course information for the coming semester, including registration instructions and textbook information. Students should note that courses are listed with different course numbers at different institutions. The course number you enroll in at your home institution will be different than at the teaching institution. Please keep this in mind to avoid confusion.

Due to high enrollments, please be aware that enrolling for the course through your home institution will not guarantee you a spot in the class. We encourage you to enroll as early as possible.

Course Drops and Tuition Refunds

A Great Plains IDEA student requesting to drop a course is subject to the student's home institution's policies and procedures.

So that your records may be updated within the Great Plains IDEA data base, in addition to officially dropping the course at your home institution, students who drop a course are to notify three people of their intentions:

- Campus Coordinator of Home Institution
- Campus Coordinator of Teaching Institution
- Instructor

Each Campus Coordinator will be responsible for notifying others on their campus, as needed.

E-mail Access and Set-Up

Official Communication Tool

Use of electronic mail and network connections at the participating institutions is a privilege and not a right. It is the student's responsibility to ensure that use of their accounts does not violate the computer and network use policies of any of the participating institutions. Examples of unacceptable e-mail account usage include sending advertising, junk mail, chain letters, mass mailings, and harassing or intimidating messages.

Each teaching institution has its own e-mail system. In order to access classes, students must set up their e-mail access with the teaching institution. The teaching institutions **only** send e-mail messages using their standard university e-mail systems. If students use AOL, Hotmail or other vendors, they may choose to have their university e-mail forwarded to those vendors, but the teaching universities will **not** send e-mail to non-university accounts. If a student elects to forward their campus emails rather than checking web mail and changes email addresses while participating in this program, it is essential to update the forwarding information for **all** email accounts or they risk missing important communications from their Campus Coordinator, Advisor and Instructors.

It is the responsibility of each Youth Development student to establish and regularly check their individual university e-mail account(s) at least once per week. All program announcements are **only** issued on these accounts.

Students should also check their spam or junk mail folders and white list any email address going into these folders from participating universities (campus Coordinators, instructors, etc.). To help assure receiving messages from these groups place these addresses in your e-mail address book and in your white list.

E-Mail Set-up and Access

When students enroll in a class they will be given instructions on how to set up their e-mail. In most cases the student number/id is needed to establish an e-mail account. At some teaching institutions the student id and e-mail address/password will remain the same for the duration of the program (**MSU**) and at others those numbers will change periodically. At **KSU** the eID remains the same, however students will need to change their passwords each fall and spring. At **UNL**, students can change their email address or request a Big Red account from the school; however, their NU ID number cannot be changed.

Students are strongly advised to keep a notebook or listing of their institution specific student numbers, e-mail addresses and passwords in a secure permanent place for easy reference.

E-Mail Etiquette

It is expected that all messages to other students, YD faculty and Great Plains IDEA YD Campus Coordinators will be sent with a relevant subject line as many programs automatically send messages with no subject line to a spam folder.

Virus Software Essential

Students are expected to utilize and regularly update anti-virus software on their computers. Some institutions use virus detection software to scan e-mail entering and leaving the system. However, course management programs used in the GREAT PLAINS IDEA Youth Development Program (e.g., Angel, Blackboard, K-State on-line, Web C-T) may not have anti-virus software built into these systems. Therefore it is the **student's responsibility to scan all materials to be submitted for course work**.

Because of the nature of the program and the extent to which materials are shared between and among students and institutions, students are strongly advised to **acquire and install anti-virus software** on each of their computers and to keep their anti-virus definition files up-to-date. Any file detected to have been forwarded with a virus is subject to penalties as identified by the course instructor in their syllabus.

Student Numbers/Identification

Student numbers will be sent to each student by their home institution at the time the student is accepted into the YD program. As students enroll in courses with the other teaching institutions, they will be given student numbers for that institution. This ID number will remain the same for the duration of the program.

It is important to keep track of the institution specific user IDs, student numbers and passwords at each of the participating institutions since you will use them again each time a

course is taught at a particular institution. Students are advised to keep this information in a secure permanent place for easy reference throughout the program.

Purchasing Textbooks

Prior to the beginning of each semester students will receive a course information sheet for the course(s) in which they are enrolled. The course information sheet will indicate the required text or materials for the course. If the materials/text is available at the teaching institution, information for ordering will be given. Some students choose to purchase texts from other vendors (Amazon, Barnes and Noble, etc), however, all are cautioned to be attentive to the edition of the textbook being used when ordering from other sources.

Students may see the same textbook or common books on reading lists, in more than one course. This repetition is intentional. The student need only purchase the book once, unless a new edition is in publication and the instructor requires the latest edition.

Library Access

Students are granted access to library materials according to their home institution's policies, or at teaching institutions.

MSU--Students currently enrolled in online courses from MSU are eligible to use services through Library Distance Learning Services at www.lib.msu.edu/ldls/ Students may place article or book requests at this site.

Student questions or problems using MSU library's e-resources, help with proxy settings, or have other questions about MSU Library resources, may call the help desk at 800-500-1554. The helpline is available 24 hours throughout the week, including weekends.

UNL -- Students currently enrolled in distance courses from UNL are eligible for distance library services. These services include remote access to databases, e-books, and e-journals; liaison librarian consultation; reference assistance; and delivery of materials from the UNL Libraries collections. The Libraries' Distance Education Coordinator sends an email message to UNL distance students and consortial students the first week of the semester. The message to each consortial distance student includes a unique library user number; UNL students use their NUID number. The Libraries' Distance Education Coordinator may be reached at kadams1@unl.edu or 402-472-2560.

KSU - - All non KSU students will create an electronic ID (eID) that will act as their email account, K-State Online access (course management system) and K-State Library access user ID. About one week in to the course this eID will be manually authenticated which will allow library access.

Tuition Billing

Tuition billing and payment are done by the student's home institution. Some institutions mail bills to the students and others (MSU & KSU) place tuition bills/receipts online at a designated location (STUINFO & KATS respectively).

Academic Performance and Standards

Students are expected to maintain a minimum overall grade point average in their program and to make adequate yearly progress toward their degree or certificate. Students who require interruptions in their programs are urged to discuss this with their advisors. Students who have not completed the program within six years will be dropped from the program.

Academic Integrity

The Great Plains IDEA Board of Directors Academic Integrity policy is appended at the end of this handbook. In addition, students should note the following:

- Students will be responsible for assessing the validity and fidelity of online sources. When possible, students should utilize primary academic resources over web sources.
- Although student may find common volumes between courses, recycling of materials for assignments is not permitted.

Student Grievance Procedures

Students who have a grievance in a course are to follow the following protocol: First contact the course instructor in writing and discuss the issues in an open, positive and reflective manner. If the concern needs further resolution, the Department Chair at the teaching institution may be contacted and subsequently the Dean at that teaching institution.

Students may also discuss their concerns with their assigned academic advisor. The advisor is to inform the student of the appropriate procedures in the grievance process. Students who contact the department chair first will also be informed of the grievance procedures.

Graduation Procedures

In the semester that a student plans to complete all of their coursework, they are to file the necessary application for graduation or other paperwork with their home institution. Students are responsible for knowing, following and meeting the deadlines and procedures of their home institution when filing for graduation.

Sources of Help

Enrollment — Contact the YD Campus Coordinator at your home institution for assistance.

Tuition

KSU

Controller's Office: controller@k-state.edu or 785-532-6210

MSU [Enter MSU information](#)

UNL [Enter UNL information](#)

E-mail Problems

First check to be sure you are using the correct e-mail address and password for the institution. (Here's where your personal master list of e-mail addresses and passwords will be useful.)

KSU

Helpdesk 800-865-6143 (for e-mail or other technology problems)
Financial Aid—785-532-6420
Controller's Office -785-532-6210

MSU

Financial Aid—517-353-5940
Registrar's Office: www.reg.msu.edu or 517-355-3300.

UNL

Computing Help Desk
Daily: Monday through Saturday, 7:30 a.m. to 11:30 p.m. and
Sunday, 7:30 a.m. to 1:00 a.m.
Phone: 472-3970 or toll-free (866) 472-3970
E-mail: helpdesk@unl.edu

Course Platform Problems —

Each institution has a separate course platform software, so first check to be sure you are trying to address the platform of the teaching university.

Kansas State University - K-State Online is located at <http://public.online.ksu.edu/>
Helpdesk number: 785-532-7722 Helpdesk toll free number: 800-865-6143

Michigan State University

Technology helpline –800-500-1554 or 517-355-2345 (for e-mail and Angel course platform concerns)

University of Nebraska-Lincoln

Helpdesk toll-free number: 866-472-3970
Or contact Extended Education at 402-472-5205, or email jwooten2@unl.edu

Great Plains IDEA Campus Coordinator Role

The Great Plains IDEA Campus Coordinator at the student's home institution has the following responsibilities for admitted students:

- Send the student intake survey to admitted students.
- Help students navigate through a distance education academic program.
- Answer questions or refer students to appropriate parties.
- Inform students regarding graduate policies and forms, i.e. program of study and degree completion forms.
- Inform students of upcoming course schedule to assist them in completing their academic degree program.

- Send and receive the Student Acknowledgement Form allowing the university to share student information with the other Great Plains IDEA institutions.
- Inform students when it is time to register for courses according to the Great Plains IDEA calendar.
- Assist students with referrals to technical help desks. Answer basic questions.
- Enter student admissions and enrollment data into the Alliance database.
- Send Exit and Alumni Surveys

Textbook Information

Teaching faculty will provide their Campus Coordinator with a list of textbooks to be used in their course at least one month prior to the start of the class. Campus coordinators, in turn, will make this information accessible to students on the course information sheets.

Student Access to Instructional Software

Students should be contacted by the teaching institution at least one week prior to the start of class, either by the Campus Coordinator or the course instructor, with instructions on how to access the course at the teaching institution. If, at a particular institution, it takes longer than one week to go through the process of setting up an account this date should be backed up accordingly. Textbook and any other initial course information should also be conveyed in this e-mail.

FAQ's

How does an inter-institutional program work?

Students select a 'home' institution to which they wish to apply. They will enroll in all courses through that university, though the course may be taught at a participating university. Students log into the course at the 'teaching' institution. At the end of the semester, grades are reported on the transcript at the 'home' institution. There is no need to request a transcript from the teaching institution.

Who do I contact for information at each of the universities?

Each university has a Great Plains IDEA Campus Coordinator who facilitates the admission and enrollment process, and student services on their campus. Follow the links on the left under Alliance Universities to the particular institution you are interested in, and then click on the link to the Campus Coordinator.

Academic Integrity Policy

Appendix E.4

Academic Integrity Statement for Great Plains Interactive Distance Education Alliance (Great Plains IDEA)

(Modified with Permission: General Catalog 2001-2, Colorado State University, pp.33-34)

The foundation of higher education is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic dishonesty. Academic integrity is conceptualized as doing and taking credit for one's own work. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. All within the Great Plains IDEA are responsible for and affected by the cooperative commitment to academic integrity.

Academic dishonesty (see examples below) undermines the educational experience offered through the Great Plains IDEA, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors.

Instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or disciplinary action.

Students are encouraged to share the responsibility for the academic integrity of the Great Plains IDEA by reporting incidents of academic dishonesty. Examples of academic dishonesty include (but are not limited to):

1. Cheating

Providing or receiving unauthorized assistance on any form of academic work. Examples include copying the work of another student; taking an exam or completing homework for another student; possessing unauthorized answer codes; and falsifying exams or other graded activities.

2. Plagiarism

Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment. Examples include a submission of purchased research papers as one's own work; paraphrasing and/or quoting material without properly documenting the source.

3. Unauthorized Possession or Disposition of Academic Materials

Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations or other academic work; stealing another student's work; unauthorized entry to or use of material in a computer file; theft or mutilation of library materials; and using information from or possessing exams that an instructor did not authorize for release to students.

4. Falsification

Falsification encompasses any untruth, either verbal or written, in one's academic work. Examples include receiving unauthorized assistance on an exam, inaccurate reflection of an individual's participation in a group activity, or lying to avoid taking an exam or turning in other academic work.

5. Facilitation of Cases of Academic Dishonesty

Facilitation of any act of academic dishonesty including cheating, plagiarism, and/or falsification of documents also constitutes violation of the Great Plains IDEA's academic integrity. Examples include knowingly discussing specifics of the content of a test or examination you have taken with another student who has not yet taken that test or examination or facilitating, by sharing one's own work, a student's efforts to cheat on an exam or other academic work.

If an instructor has evidence that a student has engaged in an act of academic dishonesty, the instructor will notify the student of the concern. The student will be given the opportunity to give his/her position on the matter. If the student admits to engaging in academic dishonesty or if the instructor judges that the preponderance of evidence supports the allegation of academic dishonesty, the instructor may then assign an academic penalty consistent with their institutional policy. Examples of academic penalties include receiving a reduced grade for the work, a failing grade in the course, or other lesser penalty as the instructor deems appropriate. If, after making reasonable efforts, the instructor is unable to contact the student or collect relevant evidence before final course grades are assigned, he/she shall assign an interim grade of incomplete and notify the student of the reason such grade was given.

If the student disputes the allegation of academic dishonesty he/she should inform the instructor of their intent to appeal. The appeal is made through the Great Plains IDEA university representative at the student's home institution, using instructional policies and procedures at that institution.

The Great Plains IDEA university representative at the student's home institution shall be responsible for facilitating communication between the student and the instructor and guiding the appeal process with due diligence.

All work submitted by the student is to be their original products. When quoting other sources standard citations, using APA standards, are expected.

Students submitting the work of others or in any other way plagiarizing materials will be subject to the academic integrity policies of their home institution.

Grade Appeal Process:

- a. Students wishing to appeal a grade will follow all procedures at the teaching institution.
- b. The teaching institution will contact the Great Plains IDEA representative at the student's home institution to inform them that a grade appeal has been initiated.

Note: When students sign the "Student Acknowledgment Form," the form will state that they "agree to substitute the grade appeal process at the "teaching institution" for my "home institution's" process (see attached draft of Student Acknowledgment Form).—Appendix A

Approved by Great Plains IDEA Graduate Dean Team, 02/23/06

Approved by Great Plains IDEA Board of Directors, 03/02/06

Student Acknowledgment

The Great Plains Interactive Distance Education Alliance (Great Plains IDEA) offers multi-institution, online graduate degrees and certificate programs. This consortium provides students with high quality, coordinated instruction from experts at several universities. After formal admission to their home institution, students may also enroll in Great Plains IDEA degrees and programs directly. Credits earned within these degrees and programs are counted at the home institution as regular, not transfer, credit.

As a Great Plains IDEA student, you have selected the university that you wish to have as a "home institution" by applying for admission to that school.

To register a student in a class the home university enters student specific information into a Great Plains IDEA database. The information entered into the database will include the student's home institution, student identification number, name, address, phone number, e-mail address, date of birth, gender, ethnicity, citizenship/visa information, previous degrees and institutions where they were granted, and course registration and history. This allows the teaching university immediate access to class lists and provides the university with necessary student activity reports. Software and data will be stored and maintained on a secure central database server. A limited number of university staff or faculty will be granted access to the database on a need-to-know basis.

Grade appeals for all Great Plains IDEA online courses will be handled at the teaching institution. Students will not have access to the grade appeal process at their "home institution."

I understand _____ (*Home university name*) will be disclosing my personal identifiable information in the manner outlined above, and that I agree to substitute the grade appeal process at the "teaching institution" for my "home institution's" process. I understand the purpose of sharing student specific information within the Great Plains IDEA multi-institution program.

(Signature)

(Date mo/dd/yy)

(Print Last Name

Middle
Initial

First Name)

**Revised 11/15/2005; Approved Great Plains IDEA Graduate Deans, 02/23/06;
Approved Great Plains IDEA Board of Directors 03/02/06**

Glossary of Terms

Course Platform-- The software program being used for access to a course.

Home Institution—the institution to which the student was admitted to the Youth Development program and from which the student will receive their degree

Teaching Institution—the institution from which a course is being taught.

White list— identifies addresses from which you DO want to receive mail (participating universities, your instructors, GREAT PLAINS IDEA campus Coordinators)

You are required to print and return a copy of this statement to your campus coordinator and faculty advisor. You should also keep an electronic and hard copy of this document.

I, _____, have read and reviewed the Great Plains IDEA Youth Development Student handbook. I agree to abide by the policies stated within and consequences related to my non compliance.

Signature

Date

Print last name

Middle Initial

First Name