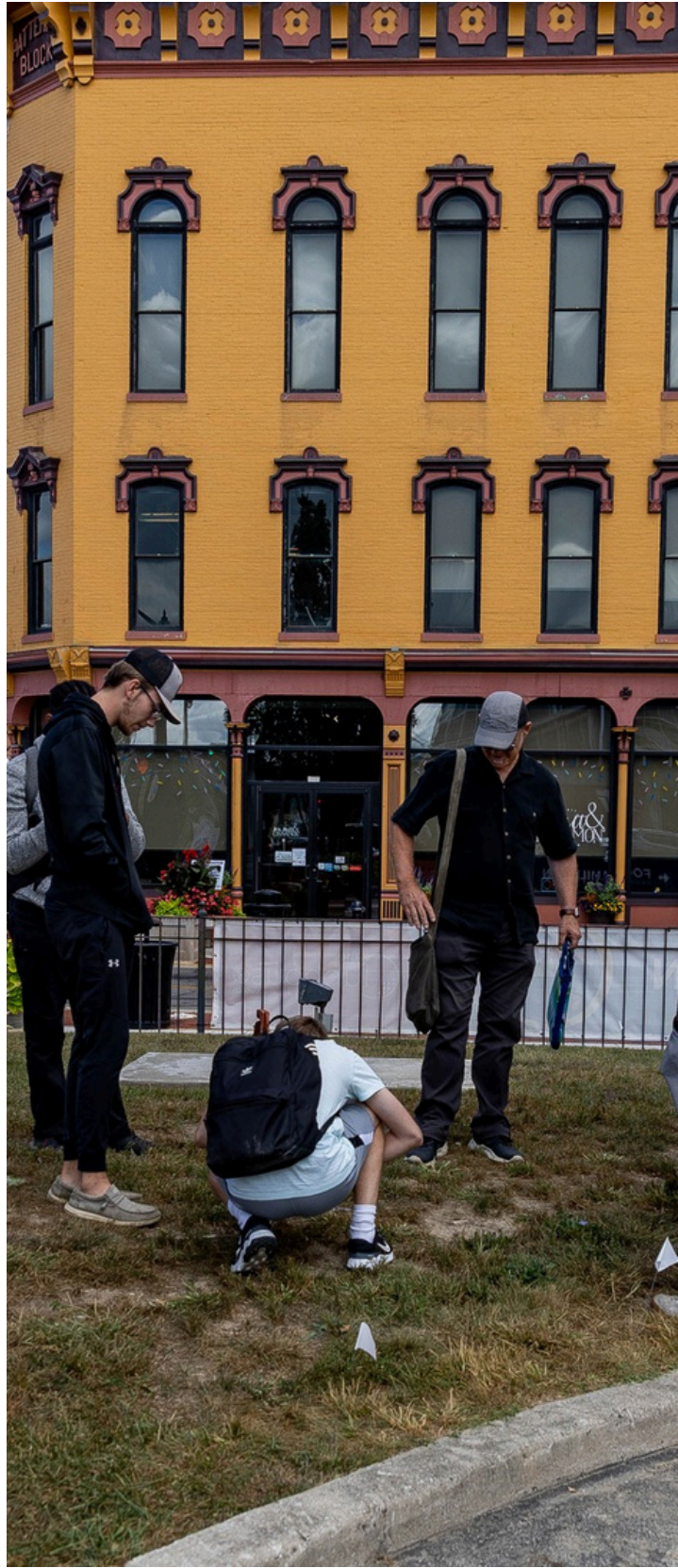


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# IMMERSIVE LEARNING



FACULTY  
HANDBOOK



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## PROJECT MANAGERS & ASSIGNED COLLEGES

The Office of Immersive Learning has two project managers. Each Project manager has been assigned colleges to directly work and collaborate with at the university.

**Stacey Alexander** will collaborate with:

- College of Communication, Information and Media,
- Miller College of Business
- R. Wayne Estopinal College of Architecture and Planning
- Honors College

**Dr. Kara DuQuette** will collaborate with:

- Colleges of Fine Arts
- College of Health
- College of Science and Humanities
- Teachers College

**PLEASE FEEL FREE TO CONTACT YOUR PROJECT MANAGER WITH ANY QUESTIONS, CONCERNS,  
OR SUGGESTIONS.**

# TWO ACTIONS REQUIRED FOR ALL IMMERSIVE LEARNING COURSES

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## 1. ADD THE HIGH IMPACT IMMERSIVE LEARNING COURSE ATTRIBUTE IN BANNER

Under the new Strategic Plan, we are required to track high impact activities listed in Strategic Imperative E under Goal 1 of the Ball State University Strategic Plan, which states:

*Every student completes at least one course that includes one of the following high-impact practices: undergraduate research; immersive learning; study abroad or study away; or a course that focuses on a societal issue or global challenge and that engages students with people across diverse disciplines, cultures, and thought.*

To ensure that immersive learning efforts are captured in university metrics, we request that all immersive classes use the attribute type "High Impact Immersive Learning" or HILM.

During the schedule-building process, departments should identify which courses and/or sections are immersive and select the High Impact Immersive Learning attribute type to add to the course listing in Banner. If you or the course builder in your department have questions, please do not hesitate to contact your Immersive Learning Project Manager.

## 2. PARTICIPATE IN IMMERSIVE LEARNING COURSE ASSESSMENT

We know that participating in high-impact learning practices, like Immersive Learning classes, is correlated with ridiculously positive outcomes for students; for instance, they gain interpersonal and cognitive skills, as well as increase their likelihood of staying in college and graduating with higher GPAs.

All immersive learning courses will be assessed each (even year) spring semester on two Student Learning Outcomes (SLOs):

1. Students will create a constructive collaborative climate.
2. Students will apply previous knowledge or skills to demonstrate comprehension and performance in novel situations.

**Be sure to incorporate these SLOs into the course syllabus and be sure that you have an assignment (or assignments) that will allow you to assess how well students are meeting these outcomes.**

You'll receive an email to participate in the assessment if you teach an immersive learning class in the spring semester. There will be a link to a form which will list all your students and ask you to rate their proficiency in reaching these outcomes on a 4-point scale. Most faculty say it takes them about 15–20 minutes to complete the assessment.

# IMPORTANT POLICIES FOR IMMERSIVE LEARNING COURSES

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## INSTITUTIONAL REVIEW BOARD

If your project involves human subject research, it is important to seek approval from the Institutional Review Board (IRB). If you are conducting research during your project and have questions about this process, you may contact [Christopher Mangelli](#), Director of Research Integrity, at 765-285-5070 or [cmmangelli@bsu.edu](mailto:cmmangelli@bsu.edu).

IRB policy for classes:

- a. there is an exception for human subject research that will not be presented beyond campus (i.e. it is okay for students to present Immersive Learning work involving human subjects at our showcase or at the student symposium)
- b. Faculty can have an ongoing IRB and add/remove students as researchers each term
- c. CITI training is about 2-3 hours

## INTELLECTUAL PROPERTY AND TECHNOLOGY TRANSFER

If your project may produce intellectual property, please refer to the University's [intellectual property policy](#). Examples of intellectual property might include textbooks, drawings, poems, music, instructional CDs or DVDs, learning tools, devices or gadgets, scientific discoveries, software and unique methodologies. Sponsored Projects Administration (SPA) can assist you with questions you may have about intellectual property and technology transfer. SPA can be reached at (765) 285-1600.

## IMMERSIVE LEARNING PROJECTS INVOLVING MINORS

If students and faculty in your course will be working with minors (children under 18) as part of the immersive project, there are additional steps they will need to take before going on site. In brief, for any project where students will be working with minors (interacting with minors as part of the project) they will be required to

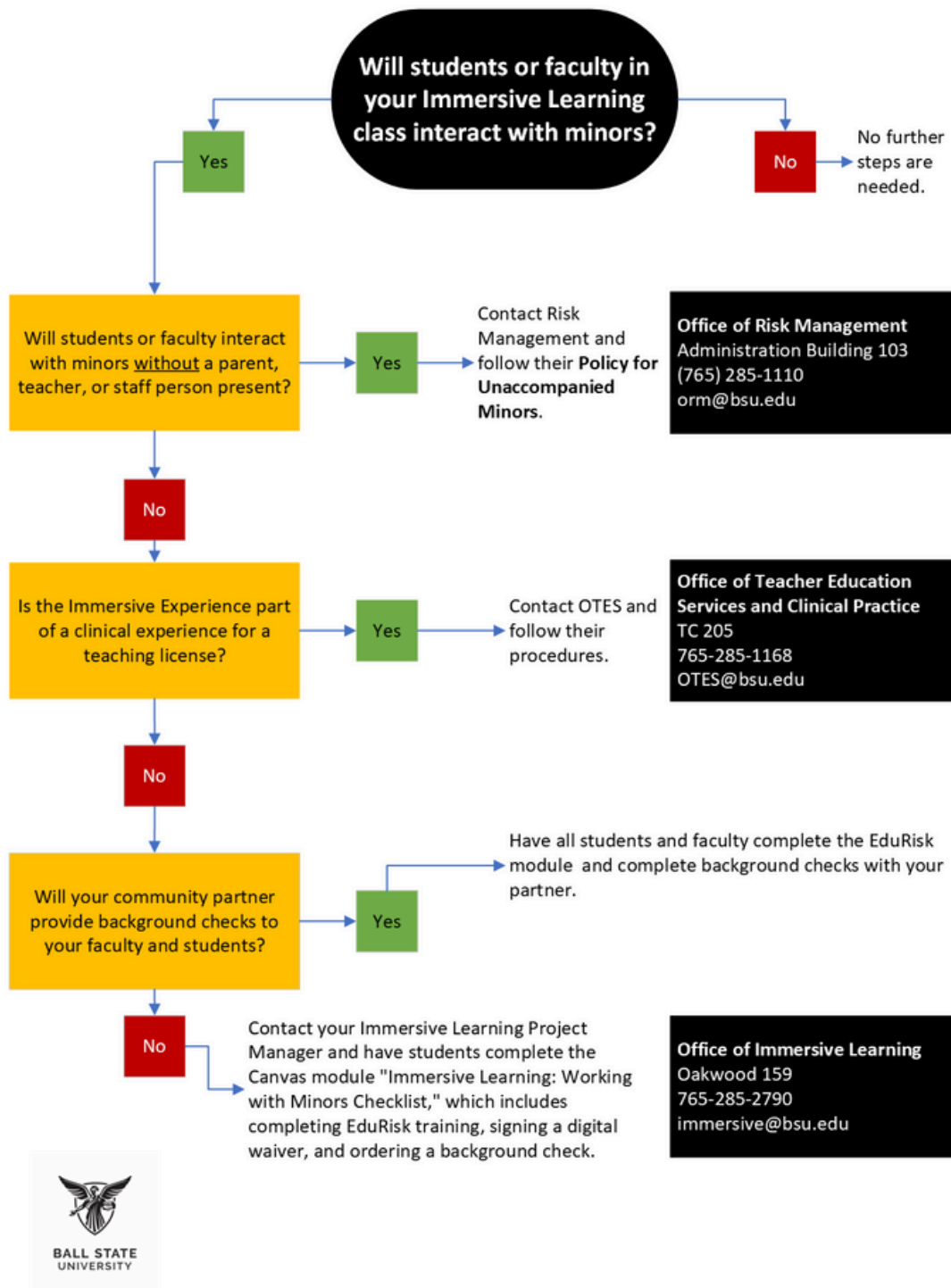
- (1) complete the EduRisk module "Protecting Children: Identifying and Reporting Sexual Misconduct"
- (2) have a criminal background check.

Depending on the class and partner, there are different offices involved in this process. (See the flowchart on the next page.) Please reach out to your project manager if your project will involve working with minors so they can talk you through the appropriate process.

## IMPORTANT NOTES

- It can take 10 days to process a background check, so have students begin the process as soon as possible.
- Background checks through the Ball State provider CastleBranch are good for one year.
- An infraction on a background check does not automatically disqualify students from participating in your class. Have students talk to you about possible concerns.
- Every member of the Ball State University community has an obligation to immediately report instances, or suspected instances, of abuse or neglect with minors to Child Protective Services (CPS) at 1-800-800-5556, and the Ball State University Police at 765-285-1111.

# BACKGROUND CHECKS



## Related Links

- [Policy on Unaccompanied Minors](#) (Office of Risk Management)
- For access to the background check portal for working with minors, please contact your Immersive Learning Project Manager.
- [Muncie Community Schools Volunteer Background Check](#)

# TRAVEL POLICIES AND PROCEDURES

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## TRAVEL POLICIES AND PROCEDURES

One of the benefits of immersion is that students often have opportunities to travel regionally, nationally, and even internationally for their projects. If an Immersive Learning project includes travel, faculty should review general information about the university's travel policies, processes, and requirements. Administrative coordinators in academic units can also assist you with specific travel arrangements and procedures for your department or college.

### Key Takeaways for Immersive Projects

1. Students must follow the same travel policies and procedures as BSU faculty and staff, including the submittal of all required documents before travel.
2. International travelers must follow international travel guidelines, including the appropriate approvals, insurance, and travel security requirements.
3. Colleges or departments sometimes have additional travel policies and procedures that may affect approvals. Work closely with your department's administrative coordinator to see which policies apply.
4. Undergraduate students should not drive university vehicles for travel associated with their immersive course unless they act as relief drivers for a faculty mentor on a long trip. (The Office of Risk Management may be open to exceptions to this policy for immersive classes if there is a compelling reason why personal vehicles should not be used and the destination is in-state. Faculty mentors in this scenario should go through the standard procedure for reserving university vehicles but allow enough time to get the extra approval from the Office of Risk Management.)

For more information about this process, see [Ball State University Travel Information](#).

## FIELD TRIPS

According to university policy, students may miss other classes for field trips. If you are taking your immersive students on a field trip and they will miss other classes, your department chair should write a letter with the pertinent details and the student should present the letter to their instructors. Here's the policy information:

***Absence caused by field trips or activities in which the student is representing Ball State at state, regional, or national events shall be announced in advance to instructors of the other course(s) in which the student is enrolled. A notice will originate in the office of the department chairperson and be brought to the instructor(s) by the student at least three days before the field trip.***

***All trips should be scheduled after the first week or before the last two weeks of a semester (including the exam period). Exceptions to these periods will be granted only after consultation with and approval by the Provost and Executive Vice President for Academic Affairs.***

***Faculty are expected to allow students to make up all missed course activities during their absence, including, but not limited to, class activities, assignments, exams, and final exams. Students should not be penalized for their absence while representing the university.***

***When possible, students are expected to complete these activities before their absences.***

# SUPPORT AND OPPORTUNITIES FOR IMMERSIVE LEARNING COURSES

## STUDENT RECRUITMENT ASSISTANCE

The Office of Immersive Learning can assist faculty with recruiting students for their upcoming immersive courses. We can promote your upcoming immersive course through our social media platforms and with announcements through Ball State's Communication Center. If you need assistance with student recruitment, please contact your Project Manager to explore your options.

## COURSE ENROLLMENT

Students need to enroll in a credit-bearing course to participate in an immersive learning project. Please keep us informed of the courses in which your students will enroll. Interdepartmental credit (ID 400 for undergraduates or ID 695 for graduate students) may be arranged through your College Schedule Specialist and University College. These courses have been established for special projects, and they are reflected as "immersive experience" on transcripts. If you have a graduate student who wants to enroll in ID 695, it must be approved beforehand by the Associate Dean of the Graduate School. All ID credit enrollments must be completed before the semester's drop/add deadline. Students may also enroll in an independent study or special projects course within their home department or the faculty mentor's department.

## STUDENT ORIENTATION CANVAS MODULES

We know that most students do not have prior experience in project-based learning or working in the community. For this reason, a set of Canvas modules have been designed to help orient students to the idea of immersive learning, so they feel more comfortable working in teams and with external partners.

Here are the topics that are covered in these modules:

**Module 1: Welcome to Immersive Learning! What is it?**

**Module 2: What is Community? What Does Working in the Community Mean to Me?**

**Module 3: How Do I Get the Most Out of My Immersive Learning Experience?**

These modules are available in the Canvas Commons.

## POSSIBLE SPEAKERS AND WORKSHOPS FOR YOUR CLASS

- **Project Management:** Members of our team can come to your class and talk about project management. Project management practices can keep an immersive class on track and help students understand and articulate their desired outcomes. Project management can also help set the team's expectations and techniques can help teams to break down a project into pieces as they work. It also allows everyone on a team to establish realistic goals and take steps to make those goals a reality.
- **Orientation:** Members of our team can come to your class to talk about being a part of an immersive learning project team. We are happy to work with you to tailor our talk regarding areas that you would like to highlight for your specific course. We have developed a set of online Canvas modules that you can use as you would like with your students that go in depth about immersive learning.
- **Market Your Experience:** The Ball State Career Center will give a presentation to your students about how they can market their immersive experience to future employers, graduate programs, or business clients. People will want to know what sets them apart, and they can use their immersive project to demonstrate the skills and competencies they have learned. In our Canvas Student Orientation, Module #3 also provides information to students on how to leverage their immersive experience to get their dream job, along with a video by the Career Center on "Marketing Your Skills."
- **Poverty Simulation:** The poverty simulation is presented by Second Harvest is a 3-hour transformative, role-playing experience that demonstrates what life is like during a given month for families who may be living in poverty. There is also a 90-minute interactive Community Food Experience that challenges participants to manage a tight budget and stay within nutritional guidelines.
- **Community Educator:** Dorica Young Watson is a certified trainer and Director of Community Engagement at Open Door Health Services in Muncie, Indiana. Ms. Young Watson offers several 2-hour workshops that could be beneficial for your immersive learning project work in the Muncie community and beyond. She will talk with you about these workshops in relation to your project population. Contact your project manager for a workshop listing.

# We have a full house!

# SHARE YOUR EXPERIENCE AT THE IMMERSIVE LEARNING SHOWCASE



THE OFFICE OF IMMERSIVE LEARNING WILL HOST A SPRING 2025 IMMERSIVE LEARNING SHOWCASE AT THE STUDENT CENTER - 2ND FLOOR CARDINAL HALL ON FRIDAY APRIL 18, FROM 1:00-3:00 PM. FOR ADDITIONAL INFORMATION AND GUIDELINES ABOUT THE SHOWCASE, PLEASE SEE IMMERSIVE LEARNING SHOWCASE HELPFUL HINTS.

# TECHNICAL SUPPORT PARTNERSHIPS

The Immersive Learning program has created partnerships with the Office of Information Technology, the Academic Support Office and other units across campus that might provide technology support throughout the course of a project. Part of the program involves the development of projects using emerging technology to address specific organizational needs.

If you anticipate that your project team may benefit from the use of technology support, we can arrange services through our partners on campus. Professional staff and student trainers are available to help determine appropriate uses of media, provide training and assist in accomplishing project goals. Please discuss any technology support needs with your Project Manager or Robbie Mehling, Immersive Learning Production Coordinator, Brandon Smith, Director of Academic Project Support & Digital Corps at 285-4682 or [bhsmith@bsu.edu](mailto:bhsmith@bsu.edu).

We also have a few MacBook Pro laptops and iPads available for checkout. If your students need special equipment or software to complete their projects, please contact your Project Manager.

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## MARKETING AND PUBLICITY



One of our marketing strategies is to create a constant stream of video and text stories that the marketing and communications department will disseminate. To meet this goal, we will be asking faculty mentors to assist us in capturing video footage and interviews related to your projects. For there to be sufficient footage for a video story, Robbie Mehling will need to attend your class and/or outside events. These can include client meetings, presentations, work in the community or any other activity taking place outside of the classroom. We are especially looking for activities that have visual appeal and show your students in action. Some of these assets may need to be created early in the semester requiring some scheduling on your part. Please watch for requests coming from Robbie.

Likewise, if you have a need for marketing materials, photos, video assets or other publicity pieces, please contact us. We can coordinate with University Marketing and Communications to develop press releases or other assets for your project. Let us know how we can help.

# ARCHIVE YOUR COURSE WITH CARDINAL SCHOLAR PROGRAM

**Immersive Learning** and the University Libraries are collecting an ongoing body of student work to promote Immersive Learning products and give people easier access to artifacts. This will keep materials from disappearing over time and provide students with a persistent scholarly record indexed by services like [Cardinal Scholar](#).

## How to Participate

In order to collect the materials, we require students to sign a [deposit agreement](#). (Please see <https://cardinalscholar.bsu.edu/page/deposit-agreement>.) For team and group projects, each student has the legal right to license the work individually, so we only require the permission of one student per group. Students retain their copyright and intellectual property; they merely grant the University permission to make their files publicly available online.

Once releases are obtained, the process only requires you to send an email to [immersive@bsu.edu](mailto:immersive@bsu.edu) with materials attached or a link to the materials. We will work with library staff to get the materials uploaded to the Cardinal Scholar site.

## What can be archived?

You may consider providing digital copies of:

- Reports
- Posters
- Videos
- Marketing pieces
- PowerPoints
- Design blueprints or drawings
- PDFs of completed books
- Manuscripts and illustrations
- Conference agendas and abstracts

Participation in Cardinal Scholar Digital Scholarship and Special Collections in Bracken Library is mandatory for Provost Immersive Learning grant and Building Better Neighborhood grant funded projects, unless there is a compelling reason why your project cannot be posted on a public site. For example, if your student's deliverables are proprietary to the external partner or protected by a nondisclosure agreement, the Office of Immersive Learning will make an exception. By participating in the Immersive Learning Virtual Showcase, we will automatically collect those Immersive Learning assets to be archived in Cardinal Scholar for posterity. If you are interested in getting your students on board, we can work with you on language that can be inserted into a syllabus, as in the following example:

### Agreement to Publicly Distribute Student Work

*This course requires students to complete assignments that will be distributed publicly on the Internet and/or to external clients or partners. By taking this course, you consent to share your work as described in the syllabus. At the discretion of the instructor, high-quality work may also be included in the Ball State University Libraries' public digital student research collection for long-term access and preservation; however, you keep copyright to your work and will be named as the creator or co-creator. In some cases, it may be possible to remove your name from assignments that are made available publicly; please discuss this with the instructor.*

*By signing below, I acknowledge that I have read and agree to the terms of the above statement.*

We appreciate your consideration and contribution to the growing scholarship related to Immersive Learning at Ball State University. If there are concerns unique to your project (community partner permissions, sensitive information, etc.), we are happy to consult with you individually.

# ADDITIONAL INFORMATION

## PURCHASING GUIDELINES FOR PROVOST GRANT-FUNDED PROJECTS

Purchases for your project are based on your approved project budget. Projects with grant budgets may have special restrictions and should also be discussed ahead of time with your department's administrative coordinator. Purchases must follow university and departmental policies and procedures.

Please note that tax is not reimbursable. Please use the university tax form, available on the BSU Website or from your administrative coordinator, for your purchases. Receipts with taxes in the total are acceptable, but only the subtotal amount will be reimbursed.

If you have purchased items for your project with your own funds and would like reimbursement, the receipts for these expenditures must be submitted within 60 days of the purchase date to be eligible for reimbursement. Reimbursement will be directly deposited to your personal account. Please direct any questions about this process to your department's administrative coordinator, and/or the person managing your grant budget.

Note that equipment and materials purchased with internal grant funds are considered university property. All university property must enter the Purchasing Services' "excess" process at the completion of the project unless it is stored and maintained by a campus entity and/or is loaned to an off-campus organization under a specific memo of understanding (MOU). For more information, contact your Immersive Learning Project Manager.

## IMMERSIVE LEARNING POLO SHIRTS OR PULLOVERS ORDERING PROCESS

If you have included Immersive Learning polo shirts (\$24-27) or ¼-zip pullovers (\$35) for your project team in your grant application budget, please follow these instructions to process your order:

When your roster is finalized at the start of the semester, collect shirt sizes and styles from your students. It is advised to order your shirts early in the semester, so your project team has them for their semester events.

You can go to the online portal(s) and create an order with our vendor, Fully Promoted of Muncie.

Immersive Learning polo portal: <https://immersivelearning.itemorder.com/shop/sale/>

The ¼ Zip Pullover portal: <https://ilzips.itemorder.com/shop/home/>

- Once in the portal, select the shirt or pullover (depending on the site) to start your order.
- After choosing an item, you will have the option of ordering a single item or multiple quantities. With multiple quantities, you can enter all the sizes for the selected shirt/pullover at one time.
- Enter the quantity for each size you need to order and click "add to cart" when finished.
- If you need to order sizes for another polo/pullover, select the item to order and repeat the previous steps.
- Once you have entered your entire order, click on the "shopping cart" located at the top right corner of the page.
- You should see your entire order. You can review it and make any changes, if needed.
- If your order is correct, click "Continue to Check out."
- Enter your customer information (name, phone #, and email) and shipping method (defaults to Pick up, but your polo shirts will be delivered to your department), review your order one last time, and click "Place Order" when ready to submit your order.
- Fully Promoted will email a quote to you.
- Take/email your quote to your administrative coordinator (or whoever is managing your Provost Grant budget), and they will create a SciQuest requisition using your Provost Grant fund. A Purchase Order is then generated, and the order is placed with Fully Promoted.

# HELPFUL HINTS

The Showcase is an opportunity for you and your team to exhibit the results and outcomes of your Immersive Learning project to students, faculty, administrators, and the larger community. You will be assigned a table space upon which you are to create an exhibit that represents your project. The tables will be scattered throughout Cardinal Hall to encourage visitors to stroll among the displays.

**As you prepare your displays, you might keep the following ideas in mind:**

You will be provided:

- 1 table with tablecloth

Attractive and interesting displays will encourage passersby to stop at your table. You might use some of the following techniques to draw attention to your display:

- Incorporate objects that relate to your project.
- Create a digital presentation that contains key information.
- Use a display board to create a vertical space upon which you can display information including photos, charts and graphs, maps, or other visually appealing materials.
- Be creative. Only your team knows how to best represent your project.

Displays should be professional in appearance. Please make sure that you thoroughly proofread all information.

In addition to preparing your exhibit, you need to prepare yourself to effectively communicate your ideas to others.

- Prepare a brief explanation of your project that is clear, straightforward, and successfully captures the key ideas associated with your project. Be ready to answer questions from passersby.
- Be professional in both your appearance and demeanor. Dress appropriately and be polite, respectful, and welcoming to visitors. Students, faculty, and administrators from across campus have been invited to examine your work.
- Do not hesitate to browse through the other exhibits and meet your fellow presenters.

**THE SPACE WILL BE AVAILABLE FOR SETUP AFTER 10:00 AM ON THE DAY OF THE EVENT.  
ALL EXHIBITS SHOULD BE SET UP BY 12:45 PM.**

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**QUESTIONS? CONTACT US**  
[immersive@bsu.edu](mailto:immersive@bsu.edu)