



**Badger Precollege**  
UNIVERSITY OF WISCONSIN-MADISON



**gem**

# **GEM Student Handbook (VIRTUAL Winter)**

## **GEM Staff and Contact Information**

**Program Manager:**

Denise Ksioszk  
[denise.ksioszk@wisc.edu](mailto:denise.ksioszk@wisc.edu)  
608-890-3260

**Office Address:**

Badger Precollege Programs  
Division of Continuing Studies  
21 N. Park Street, 7<sup>th</sup> Floor  
Madison, WI 53715

### **Contacting GEM Staff during Winter GEM:**

The best way to reach the Program Manager is via email (listed above). Please allow 24 hours for the Program Manager to respond.

### **GEM Winter ONLINE 2022**

**Time: 9:00 a.m. to 10:30 a.m. Synchronous meeting**

**Location: ONLINE**

**5 Consecutive Saturdays: January 29, Feb. 5, 12, 19, 26, 2022**

### **Virtual Program Model**

Students will be accessing their course and communicating with their instructor and classmates via Zoom. Course materials will be shared with students and families via a shared Google folder.

Each Saturday session will consist of approximately 2 hours of instructional time, the same as our in-person Winter GEM program. Students will spend 1 ½ hours per session engaging in synchronous discussions/presentations with instructors. A combination of large and small group presentations will be utilized.

An additional 30 minutes of “homework” per week will be assigned in preparation for the following session and to build upon past weeks’ lessons, utilizing prerecorded lessons/presentations, and completing weekly activities and reflections.

### **Schedule:**

All synchronous class meetings will be held between 9:00 and 10:30 each session. Individual instructors will be reaching out to families prior to the first day of class with a link to the Zoom meeting and additional course specific instructions.

### **Special Circumstances**

If you have any special circumstances related to this program, please contact Denise Ksioszk at: [denise.ksioszk@wisc.edu](mailto:denise.ksioszk@wisc.edu) or call our office to discuss your request at 608-890-3260.

**Supplies:** Families will be notified of any supply needs prior to the beginning of the program. *Not all classes will need supplies.* We have tried to include supplies that are easily found at home or easily purchased, and that are relatively inexpensive. Please contact our office with questions.

**Accessing Synchronous meetings:** Zoom will be used to facilitate live meetings throughout the course. I understand that it is my responsibility to download Zoom and ensure that Zoom is enabled on the device used for this course. Please note: some schools/districts may have disabled Zoom, or block users from outside the school/district from sending invitations. If you have provided a student email address generated through your student's school/district, it is your responsibility to ensure this email is deliverable, and that an alternative email has been provided for delivery of Zoom links in the event that we are unable to send links to the student's school email.

I understand that laptop/desktop computers will provide optimum accessibility for this course. **Using a tablet or cellular phone to join class is not recommended.**

## **Safety and Security**

### **Guidelines**

Students are asked to follow certain simple guidelines to help ensure their safety while participating in the program. Common sense behavior regarding online safety is a must.

\*Students are supervised by GEM Instructors, Educational Assistants and/or staff while online at all times.

### **Online Behavior Expectations**

- ✓ I will be safe, include everyone, challenge myself and have fun.
- ✓ I will respect others and be kind with my words and actions.
- ✓ I will listen carefully and follow directions of the Instructor, Educational Assistant, and other GEM Staff.
- ✓ I understand that the GEM program is a program designed for me to grow as a learner and is an academic program.
- ✓ I will conduct myself in an appropriate manner, use appropriate language, and dress appropriately at all times
- ✓ I understand that these rules were created to promote an optimal online learning environment and ensure safety and the well-being of the group.

For Parents:

- ✓ I will limit distractions and background noise for the student during meetings.
- ✓ I will notify program coordinator if the student will be absent
- ✓ I understand that Badger Precollege administrative staff will be observing the course.

*NOTE: The Program Manager may establish additional rules as behavior warrants.*

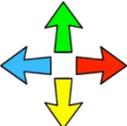
## **Video Conferencing Tips for Students**

<b>Preparation</b>	
	<p><b>Get ready!</b> Your teacher has sent an invite to you or your family via email. Check what time you will be meeting each Saturday session.</p>

	<p><b>Get permission.</b> Please make sure you get your family's permission to participate.</p> <p><b>You do not need an account!</b> The link from your teacher is all you need to connect.</p>
	<p><b>Appropriate clothing.</b> If your teacher enables the camera option, you will be seen from your shoulders up. Please wear school appropriate clothes.</p>
	<p><b>Check the technology.</b> Check the audio on your device to make sure your speakers are not turned off. You will be able to check the mic when you get to the video conference program.</p>
	<p><b>Choose a quiet area.</b> Try to find a place to set up the device where it is quiet with few distractions so you can engage in the live session.</p>
	<p><b>Check your lighting.</b> Make sure you have front lighting so your teacher and classmates can see your face. A window in the background may create shadows on your face and others will not be able to see you.</p>
	<p><b>Check camera framing.</b> Make sure that your face and shoulders are centered in the frame of the camera.</p>
	<p><b>Check your background.</b> Make sure whatever is behind you, and visible to the camera, is simple and school appropriate.</p>

## During

	<p><b>Be on time.</b> Click on the time when your teacher has scheduled the video session. Actually, you may want to join a couple of minutes early, just to be safe!</p>
---	---

	<p><b>Be Ready.</b> The program may ask you to do a few things after you click on the link. Some tools ask you to download a client or connect by browser. Use the browser option, if possible. It may ask to allow the microphone and camera, click on allow. Ask a family member for help if needed.</p> <p>If the teacher set up a waiting room, you will get a message that the host will open the meeting shortly. You can check the mic and sound here to test before the conference.</p>
	<p><b>Troubleshoot.</b> You may have some technology difficulties. Check the settings on the video conference interface. The video and microphone icons usually have settings close by. Also, use the chat function to communicate with the teacher. You may be able to get help from the chat.</p>
	<p><b>Listen for expectations.</b> You may be muted when entering the room. This means that nobody will be talking except the teacher. The teacher will talk about the expectations and functions of the video conference tool. It will be awesome!</p>
	<p><b>Look at the camera.</b> If you get a chance to talk, look into the camera on your device so your teacher and classmates feel like you are looking at them.</p>
	<p><b>Follow directions.</b> It is important that all participants follow the directions of your teacher to avoid distractions. Help your teacher and classmates enjoy this limited time together!</p>
	<p><b>Say good-bye.</b> The teacher will end the video conference. This will close the video conference window. Make sure you understand the assignment/action (if any) from the video conference.</p>

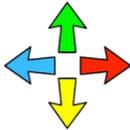
## After

	<p><b>Follow-up.</b> The teacher will follow up with instructional materials for the next session if needed. You certainly can connect with your teacher if you have feedback, questions or need clarification. We are all learning and want to hear your voice!</p>
---	--

## Video Conferencing Support for Families

Preparation	
	<b>Understand the tool.</b> Before allowing your child to connect using a video conference tool, make sure you know the purpose and intent of the program. Make sure your child's settings are correct and that their video and audio are working.
	<b>Give Permission.</b> You may choose to turn the camera off on the student's device if you are uncomfortable, but <b>we strongly encourage students to participate with cameras on.</b> Your child <u>DOES NOT</u> need to create an account to participate in a video conference. They should <u>not</u> sign-up for any video conference account without your consent.
	<b>Check the invite.</b> You and/or your child will receive a link on a private educational communication tool. We will be utilizing Zoom for Winter GEM 2022. Additional materials will be shared in a Google folder with families prior to the beginning of the program.
	<b>Appropriate clothing.</b> If your child has the camera-enabled, please be sure they are dressed appropriately. This includes any family members that may run through behind your child's camera.
	<b>Check the technology.</b> Check the audio to make sure your speakers are not turned off. You will be able to check the mic when you get to the video conference program.
	<b>Choose a quiet area.</b> Try to find a place to set up the device where it is quiet with few distractions so your child can engage in the session.
	<b>Check your lighting.</b> Make sure your child has front lighting so the teacher and classmates can see their faces. A window in the background may silhouette your child.

	<p><b>Check camera framing.</b> Make sure that your child's face and shoulders are centered in the frame of the camera.</p>
	<p><b>Check your background.</b> Make sure whatever is behind you, and visible to the camera, is simple and school appropriate.</p>
<h2 style="background-color: #92d050; padding: 5px; margin: 0;">During</h2>	
	<p><b>Be on time.</b> Click on the link when the teacher has scheduled the video session. Actually, you may want to join a couple of minutes early.</p>
	<p><b>Be Ready.</b> The program may ask you to do a few things after you click on the link. Some tools ask you to download or connect by a browser. Use the browser option, if possible. It may ask to allow the microphone and camera, click on allow. If the teacher set up a waiting room, you will get a message that the host will open the meeting shortly. You can check the mic and sound here.</p>
	<p><b>Troubleshoot.</b> You may have some technical difficulties. Check the settings on the video conference interface. The video and microphone icons usually have settings close by. Also, use the chat function to communicate with the teacher. You may be able to get help from the chat.</p>
	<p><b>Listen for expectations.</b> Your child may be muted when entering the room. This means that nobody will be talking except the teacher. The teacher will talk about the expectations at the first class meeting. Please help your child with the expectations and how to use the tools.</p>
	<p><b>Look at the camera.</b> Show your child where the camera is on the device. If they get a chance to talk, encourage them to look into the camera.</p>

	<p><b>Follow directions.</b> It is important that all participants follow the directions of the teacher to avoid distractions. Help your child pay attention because they will only have a short time to engage with the teacher and classmates.</p>
	<p><b>Say good-bye.</b> The teacher will end the video conference. This will close the video conference window. Make sure your child understands the assignments and/or next steps (if any) from the video session.</p>

## After

	<p><b>Follow-up.</b> The teacher will follow up with instructional materials for the following session if needed. You certainly can connect with the teacher directly if you have feedback, questions or need clarification. We are all learning and invite feedback!</p>
---	---

### Pre-Program Checklist:

#### FORMS:

- Pre-Program Online Conduct Form-** Please fill out with your child. This is a Google Form sent to all families prior to the beginning of the program.
- Scholarship Intent to Accept Form-** Mandatory for Students Receiving Scholarships only

#### GETTING READY FOR GEM:

- Contact us about missing any of the program days
- Join our Facebook, Instagram and Twitter pages and watch for updates and pictures

#### FIRST DAY OF PROGRAM:

- Make sure you have received the Zoom Meeting link from your student's instructor and that you have downloaded Zoom as needed.
- Make sure you have access to the class Google folder, which will have any supply lists needed and more specific class information.