Northern Region University
2014
March 31-April 4

Northern Region University Instructors:

Welcome to the instructor cadre for the 2014 Northern Region University (NRU).

We’ll primarily be using the Gallagher Business Building on the University of Montana campus during their Spring Break. However, some classes will be held in the Regional Office, at the Montana National Guard Armory, and a few others at various offsite locations.

If you are teaching in the Gallagher Building and have equipment or materials you need to unload from a vehicle, you can temporarily park in the parking lot behind the building (on the Arthur Avenue side) and get a temporary parking pass from the NRU staff in room 119 (the NRU Office) or purchase a short-term pass from a machine located in the parking lot. Otherwise, please be sure to print and use the UM Guest Parking Pass (we have extras in the NRU office) and park in Lot P or Day Pass areas only. If you are teaching at the James Todd building, there are Day Pass parking areas adjacent to and behind that building. We have hand carts in the NRU Office if you need to borrow one to transport materials, as well as staff who can assist you – just ask us.

On Monday of NRU week, March 31st at 9:00 AM, we’ll have a technical room orientation in the U of M Gallagher Building (room 123). Instructors will have an opportunity to see the equipment that will be available during their session, and learn how to use it. We encourage all instructors to attend this orientation so they can use the equipment in a professional manner to enhance their class instruction. This meeting is optional but if you haven’t taught in the Gallagher Building previously, you are strongly encouraged to attend. If you won’t be in Missoula on Monday therefore cannot attend, the NRU staff can assist or instruct you in equipment use. There will also be written instructions provided in each room that was used last year to guide instructors (and it should be similar or the same this year). At any time during NRU, should you require assistance of any kind, please come to the NRU Office and we will help! NOTE: IF YOU’D LIKE TO GAIN ACCESS TO YOUR ROOM IN THE DAYS OR HOURS PRECEEDING YOU CLASS, PLEASE CALL US TO DISCUSS WHEN YOUR ROOM WOULD BE EMPTY AND AVAILABLE FOR SETUP/ TROUBLESHOOTING.

Remember, if you have a presentation, please bring it on a CD or an auxiliary drive (jump drive); please don’t download presentations on to University computers. The University computers are connected to the internet and you are welcome to navigate to internet sites as needed for your presentation. There will also be wireless internet available for those using their personal laptop in the Gallagher building. [Note: a few of the smaller classrooms do not have built in technology but we can arrange for a ‘Tech Cart’ for the room should you need one].
The Gallagher Building has wireless; if you are bringing your own laptop and would like to connect to the internet using wireless, contact the NRU staff in the NRU Office and we will arrange for a University IT technician to assist you in getting connected. Please try to do this in advance of your class.

Most rooms have DVD/VCR capabilities, an LCD projector, movie screens and white boards. Flipcharts, pads, markers and laser pointers can be checked out from the NRU Office. Some classrooms have remotes for the LCD projectors; the NRU Office also has remotes that can be checked out (they belong to the FS).

Please read the attached information on making your presentation accessible to all persons. Videos/DVD’s shown should be closed captioned. If you have been contacted by a student who needs course information presented in an alternate format and you have questions or need assistance, please contact Enrique Olivares (406-329-3203 or eolivares@fs.fed.us).

We’re looking forward to working with you to provide the best NRU for our employees yet! Thank you for presenting at the 2014 NRU.

Enrique Olivares, NRU Manager