INSTRUCTOR MATERIALS

Northern Region University
April 4 – 8, 2016

Cover Photo Credit Chris Lockridge
Welcome to the instructor cadre for the 2016 Northern Region University (NRU)!

We’ll primarily be using the Gallagher Business Building (GBB) 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, other buildings on the UM Campus and a few other 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.

Please plan to arrive in ample time prior to your class to become familiar with the equipment in the room you are teaching in so that you can use the equipment in a professional manner to enhance their class instruction. There will be instructions in each classroom on how to use the a/v equipment and tech support will be available onsite if you need assistance. 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 PRECEDING YOUR 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. There will be wireless internet available if you need to connect to the internet and instructions on how to connect will be posted in each classroom.

Most rooms have DVD/VCR capabilities, an LCD projector, 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. [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].

Please read the Accessible Information Exchange document 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 2016 NRU.

Enrique Olivares,
NRU Manager
Presenter Responsibilities

Please review the "Promise of Quality." It represents our commitment to NRU students to provide them with an excellent training experience. As the instructor, you are key to attaining the quality we have promised to our students. The following guidelines will help insure a quality training experience.

**During the NRU**

**Please, STAY ON SCHEDULE!!** Courses are scheduled back to back. If you run over your allotted time, you may be detracting from another instructor’s efforts. For 2-hour classes, plan a 10-minute break at mid-morning or mid-afternoon so employees can get coffee/beverages between classes (coffee cart with snacks is located on the lower level). For 4-hour classes, please allow a break in mid-morning or mid-afternoon. Be courteous of other courses following yours!!

*The NRU Office:* The NRU office is located in Room 119 of the Gallagher Building. If you need anything, have any problems, etc., please contact the NRU staff in the office. Instructors may use the NRU office to work on presentations, store materials, etc. If you need assistance in your classroom, let us know; we have a staff of employees who are ready to help you.

*Emergency Messages:* A telephone is located in the NRU office for emergency use and/or to reach individuals during the NRU. The number is 406-243-6645. No outgoing long distance calls, please.

*No Smoking:* There is a NO SMOKING policy in effect for all University buildings. Please help us maintain a smoke-free environment.

*Rooms & Equipment:* Arrive at your classroom early and make sure you have what you need. Review the equipment in your classroom. Advise the NRU Office if there is a problem. **Do not move equipment from room to room!!** In the morning, rooms will be opened 1/2 hour before classes are scheduled to begin.

*Room Sign:* Room signs are included in your Instructor Packet. Tape the sign outside the door of your classroom before class starting time (we have tape in the NRU Office).

*Sign up sheets:* Please pass out sign-up sheets, have students sign in, then instructors will return them to the NRU Office after class. We will be entering the completion information in the AgLearn training database, so it’s really important that you bring your sign-up sheets in after your course. **Training credit for attendance** will be based on these sheets and will not be given for courses if sign-up sheets aren’t turned in. If your class is a tuition class, the NRU Team has job codes and overrides for every student EXCEPT the ones who didn’t pre-register on the UM NRU registration site. Please ask these students to provide their accounting information on the sign in sheet.

*Emergency Procedures:* Review the instructors’ emergency procedures handout!! If the emergency evacuation sign is missing from your classroom, please let the NRU office personnel know. We will have extra signs in the office. There actually has been an emergency evacuation in the past at NRU. All instructors MUST be familiar with their role in an evacuation.

*NRU Survey:* We will provide an overall ‘NRU Survey” link to students within 2 weeks of NRU.

*Course Evaluations:* We provide instructors with a standard course evaluation form. Please allow a few minutes of class time at the end of your class for students to complete it and turn it in. Please bring these critiques to the NRU office after each class is over and we will make a copies for you if you wish.
Your feedback on all aspects of the NRU is valued by us. Please let us know how we can make the next NRU an even better experience. Use the critique form in the student packet to provide a critique or comments to the NRU committee to aid in the planning of future sessions. Let us know if your needs as an instructor were met; was the equipment on time, etc. If you wish to communicate after NRU, please email Enrique Olivares, NRU Manager, at eolivares@fs.fed.us or 406-329-3203.

Finally: Thank you for being part of the Northern Region University Instructor Cadre – your contribution to the continuing education of Forest Service personnel is truly appreciated.
Tech Tips
Northern Region University

To Display Computer: Log onto the computer using UM account credentials (pick these up before your class - NRU office: Gallagher 119). Make sure your application (PowerPoint, Web etc.) is running properly before you turn on the projector. All computers have DVD drives and some classrooms have combo VCR/DVD players.

Turn on the projector by elevating the remote control above your head and pointing it straight at the projector lens. Then press and hold the “On” button for at least four seconds. It takes several seconds for the projector to warm up - you will not see an image on the screen immediately.

Tell the projector that you want it to display the computer, not the VCR. If the computer doesn’t appear on the screen after turning the projector on, press and hold the “Computer or Computer 1 or 2” buttons on the remote for at least 3 seconds.

To Play a Tape in the VCR: Turn on the VCR and insert your tape. Make sure the audio receiver/amp is on and that you have pressed the button labeled “VCR.” Turn on the projector by elevating the remote control above your head and pointing it straight at the projector lens. Then press and hold the “On” button for at least four seconds. It takes several seconds for the projector to warm up - you will not see an image on the screen immediately.

Tell the projector that you want it to display the VCR, not the computer. If the video from your tape doesn’t show up on your screen, press and hold the “Video or Video 1 or 2” button on your remote for at least 3 seconds.

Rooms 108, 202, 205, and 222 have a different audio system: In these rooms, there are separate speakers located in or on the instructor table. These speakers have separate volume knobs for VCR and computer signals (Line 1 and 2). In room 108, you use the volume control on the computer itself. Click on the speaker icon in the lower right part of the screen to access this control.

Rooms 225 and 226 have buttons on a podium to control the A/V system. These are clearly labeled.

When finished, make sure you log off the computer (but do not shut it down) and turn off the projector. Point the remote at the projector and hold down the “Off” button for several seconds until the projector turns off.

The projector bulbs in these classrooms cost over $500 each. Please help us to improve the service and reliability of these systems - don’t forget to turn off the projector when you leave.
For Immediate Assistance: Call the Faculty help desk at 243-4282. Controls to raise/lower the screen and adjust lighting are on the walls. Trouble shooting tips are on the back of this document.

Solutions to Common Technology Problems

**Problem:** I can’t get the projector to come on.  
**Solution:** There are two remote controls - make sure you are using the right one. The remote for the projector has a label on it with the name of the room (119, for example). The other remote is for the VCR. Make sure you elevate the remote and point it straight at the lens. Make sure you don’t just press the “power” button quickly. Hold that button down for at least four seconds. Make sure you wait long enough for the projector to warm up before deciding that is not in fact on and repeating the process (8-12 seconds). Finally, you may stand behind the projector and repeat the same process, aiming at the back of the projector. For some reason, the remote sensors on the back of the projectors work better than the ones in front.

**Problem:** I can’t log onto the computer.  
**Solution:** Make sure that you are using the correct user name and password. Check that the network cable is plugged into the Cat 5 (looks like a telephone plug but wider) connector on the wall near the screen.

**Problem:** I can’t get the speaker to work.  
**Solution:** Make sure the unit is powered on. Make sure that the speaker buttons - labeled “A” and “B” are set as follows: “A” on (or depressed) and “B” off or not depressed. You also have to have the correct input selected for either “Computer” or “VCR.” This is done by pressing the buttons along a row near the bottom of the unit that are clearly labeled. Make sure the volume knob is turned up to at least the 10 o’clock position. For rooms 202, 205 and 222 make sure the power button on the main speaker is on and that the small light is on and glowing green.

The controls to lower/raise the screen and adjust lighting are located on the front and side walls of the classrooms.

For further assistance either stop by the NRU office (room 119), contact the Faculty Help Desk at 243-4282, or contact Jeff Meese at 406-544-2245
Promise of Quality

WELCOME to the Region 1 Northern Region University!

The University is designed to be a total learning experience. To you, our students, we offer the promise of quality.

We will:

⇒ give priority to welfare and safety
⇒ provide quality courses that meet your needs
⇒ allow for sufficient interaction between students
⇒ help meet reasonable accommodation needs to enhance your learning experience
⇒ provide courses that are free of offensive or inappropriate language and behavior
⇒ be flexible and make necessary adjustments that will enhance your learning experience
⇒ listen to problems and try to solve them
⇒ ensure instructors are professional in their bearing and appearance
⇒ help you identify where your classes are being held and how to get there
⇒ handle emergencies efficiently and with sensitivity
⇒ provide a “smoke free” environment.
PUBLIC SAFETY PROCEDURE

Procedure Number:  OPS - 043
Procedure:  Fire and Emergency Preparedness
References:  29 CFR § 1910.38; MCA 50-3-102; MCA 50-3-103; 2009 Edition IFC Sections 104.11, 104.11.2, and OSHA 29 CFR § 1910
Approved by:  Jim Lemcke, Director Office of Public Safety

Fire and Emergency Preparedness
In all cases of fire notify PUBLIC SAFETY (x4000) immediately.

Know the locations of fire extinguishers, alarm systems and evacuation routes in your building and know how to use them. Each campus department must follow written emergency evacuation/action plan that includes a requirement that everyone leave the building when a fire alarm sounds. This written plan must be available for the employees to review. Department employees should know, practice and review emergency action plans annually.

Fire Safety and Evacuation
If you discover smoke or fire, pull fire alarm, if it’s not already sounding. Shut doors to assure containment, if possible. Immediately leave the building by means of the nearest available exit, alerting others to do the same. Individuals with disabilities may require guidance, communications or assistance to areas of rescue assistance.

Before opening door, see if it is hot by placing the palm of your hand against it. If it is hot remain in the room. If you are on a ground floor carefully exit through a window, if possible. If on an upper floor, call 911 and give the operator your location. Block entrance of smoke and heat. Open window. Do not exit onto ledges. REMAIN CALM. Fire fighters will get to you as soon as possible. If the door is cool, open slightly and check for smoke in corridor. If smoke-free proceed to nearest available exit (exterior door or stairwell). Stay low, near the floor, to avoid smoke and heat. Close doors on your way out. If corridor is too smoky to reach stairway or exit, remain in room and follow the previous instructions.

If you do know what caused the fire and have the means and knowledge to suppress it without risk to yourself, proceed with caution. If you must read the instructions on a fire extinguisher, you do not have the knowledge to proceed.

If you observe flame or smoke in a building, do not enter and attempt to suppress or assess the extent of the fire or damage until the Fire Department has cleared the building.

IN ALL CASES if you hear the fire alarm you must evacuate the building.

Evacuation Drills
The University of Montana annually conducts fire alarm testing in each building on main campus and COT campuses. These tests will be done in coordination with building occupants and coincide with an actual fire drill. This will give departments the opportunity to train and test emergency action plans. As a part of on-going emergency planning, some of the key elements to be followed during a severe emergency can be practiced and brought into a fire evacuation strategy (fire drill). Raising the awareness of basic lifesaving practices will improve the likelihood of how an individual will behave during a real event.
THE UNIVERSITY OF MONTANA
GUEST PARKING PASS
GROUP: UNITED STATES FOREST SERVICE
NORTHERN REGION UNIVERSITY

VALID: April 4 – April 8, 2016

AREA: LOTS “P,” “F,” “A,” the Parking Garage
(upper or lower level only), OR DAY PASS AREAS
ONLY

‘No Hourly, Metered, Quick Stop, Reserved, Handicapped

USER: (________________________________________)

Please print your name clearly

VEHICLE LICENSE PLATE:
(________________________________________)

Please print clearly

PLEASE DISPLAY THIS PERMIT CLEARLY ON THE DASH OF YOUR VEHICLE
THE OFFICE OF UNIVERSITY POLICE

Thank you!!!
The University of Montana

How to access guest wireless

- View available wireless networks and select "grizzlyguest"
- Open a web browser. You should be redirected to a Guest User login page
- Read the terms of use
- Enter your email address and click on the "I accept" button

Having problems? Contact IT Central: (406) 243-HELP (4357)

Thank you for your participation in this year’s Northern Region University!
The UC Food Court
University Center, 2nd floor
Beverages & Snacks & Restaurants

Doc’s Sandwichs
Eson Gib (sushi)
Casa Nina
406 Burger
Tandoor Express (Indian Cuisine)

Open Monday-Friday 11 am – 2 pm

The UC Market
(University Center, 1st floor)
Great Espresso & Latte Prices,
Salads, Sandwiches, Pastries and more!
7 am – 5 pm

Jus Chill ‘N
(University Center, 1st floor)
Espresso, Smoothies, Soup, & Sandwiches
8 am – 5 pm

NEW!! Liquid Planet Grille
Open Daily from 7:00 AM – 8:00 PM
Located on Arthur (across the street from Gallagher Building)
Latte and Mocha Happy Hour – daily from 3-6 PM

Bizz Buzz Cafe
(lower level of Gallagher Business Building)
Coffee, Lattes, Lunch, Pastries
Monday – Thursday
7:30 am – 2:00 pm
Friday
7:30 am – 12:00 pm

Le Peak
Lompasson Center – Corner Store
7:30 am – 7:30 pm

Also open 11 am – 2 pm daily will be the Galloping Griz Food Truck
(located outside between the University Center and the Mansfield Library)
Serving street tacos, quesadillas & bombs. Plus daily specials