

# Message from the Dean

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Dear Student,

Welcome to Black Hills State University. BHSU has been providing accessible, engaging, and affordable online courses since 2000. To meet the needs of students who are unable to attend our face-to-face courses, and for students who prefer the flexibility of online education, we are committed to expanding our online offerings. We have recently added many new online programs, such as a Master's degree in Strategic Leadership, a Bachelor's degree in Business Management (management specialization), and a Certificate Program in Professional Writing – in addition to several teaching endorsements and two specializations in the Master's degree in Curriculum and Instruction. We will continue to offer high-quality online courses and programs to meet the needs of our current and future students.

Our online students have access to critical student support services, including D2L support, technical support, financial aid services, library services, the writing center, and disabilities services. This handbook will provide you information you need as an online student. I encourage you to review this handbook, as well as the BHSU Student Handbook to understand various policies and services. At the beginning of each semester, we conduct a live, virtual orientation session for online students to provide information about student support services. Information about the orientation session is sent to registered online students via e-mail. I invite you to visit our website (<http://www.bhsu.edu/distance>), which provides a wealth of information about online courses and programs, FAQs, and D2L training videos.

You may be taking your online courses from a distant location; however feel assured that you will receive timely help from us whenever needed. I advise you to be a proactive and informed student to ensure success in your courses. If you need help or have suggestions, please contact us at 877-847-8134 or [EducationalOutreach@bhsu.edu](mailto:EducationalOutreach@bhsu.edu). We are dedicated to helping you in your academic endeavors.

Best regards,

**Dr. Rajeev Bukralia**

Dean of Educational Outreach & Libraries

# Contents

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Message from the Dean .....	1
Contents .....	2
10 Tips for Students to Succeed in Online Classes Using D2L .....	3
Netiquette Expectations.....	4
Minimum Technology Skills.....	4
Minimum Technology Requirements .....	5
Accessing your BHSU email .....	6
Logging into D2L .....	8
Basic Navigational Instructions in D2L.....	10
WebAdvisor .....	11
Academic Policies .....	14
ADA Information.....	14
Academic Freedom and Responsibility .....	14
Student Services .....	15
Network and Computer Services.....	15
D2L Help .....	15
Writing Center .....	15
Disability Services .....	16
Bookstore .....	16
Library.....	16
Center for Academic Success .....	16
Student Financial Services .....	17
Career Center .....	17
Educational Outreach.....	18
Online/Distance Degree Programs.....	18
Educational Outreach Staff.....	19

# 10 Tips for Students to Succeed in Online Classes Using D2L

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1. Familiarize yourself with Desire2Learn (D2L) at <http://d2l.sdbor.edu> before the actual course begins. D2L is the course management system which BHSU uses to deliver the online courses. To learn more about D2L, watch our training videos or read our PDFs at <http://edoutreach.bhsu.edu/ids/students>.
2. Print off your syllabus, so you have it to refer back to later. This can help you know when assignments are due, when your quizzes/tests are scheduled, how to contact your instructor, and course requirements and other information.
3. Get your books early, so you don't fall behind. You can find out the required textbooks for the course by going to the BHSU bookstore homepage (<http://www.bhsubookstore.com>).
4. Regularly check your D2L account for new e-mails from your instructor, new discussion posts, and to check your grades. In addition, make sure that you check your BHSU email (<http://mail.bhsu.edu>) for general announcements.
5. If you are required to make a certain number of discussion posts per week, set a schedule. For example, log onto your D2L account every Monday, Wednesday, and Friday (if you have to make 3 posts per week) and each day post a new discussion point.
6. Don't postpone or procrastinate assignments or quizzes until the last minute.
7. Remember that even though you're not in an actual classroom, class participation still counts.
8. Read and reflect before you submit posts, exams, or assignments. It is also a good idea to make sure you double check everything before you click the "Submit" or "Send" buttons.
9. Think before you write.
10. Remember to communicate with your instructor. Communication is the key to success for any course, and being in an online course you might not have the advantages of meeting with your instructor face to face. Email may be the only way to communicate with the instructor.

# Netiquette Expectations

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Below is a list of general netiquette expectations for online courses. In addition, there may be additional expectations for your particular courses. Please also review these additional expectations if applicable.

- Carefully read email that you receive to make sure that you understand the message.
- Carefully read and reread responses before you send them. Proofread for errors in grammar, punctuation, and spelling as these kinds of mistakes can muddle your message and confuse the reader.
- If you are using humor or sarcasm, clearly label it as such. i.e. “ha ha” or :)
- Know your audience. Make sure that the person(s) to whom you are sending your message are the appropriate one(s) with whom to communicate.
- Avoid cluttering your message with excessive emphases (such as stars, arrows and the like). They may make the message hard to follow.
- If you are responding to a message, either include the relevant part of the original message in your response, or make sure you refer to the contents of the original message.
- Be specific, especially when asking questions.
- Include your name in the text of your message, as well as other contact information, such as email address or phone number for a reply. The end of the message is a good place for this information.
- When typing, use upper/lower cases appropriately. ALL CAPS gives the appearance of shouting and can seem rude.
- Just as you should not drive when you are angry, you should not send email responses when you are angry. Type a response, but do not mail it immediately. Chances are, when you reread it, you will be glad that you waited.

## Minimum Technology Skills

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The minimum technology skills may vary from course to course. The list below includes minimum technology skills to use D2L during the semester. You may check with your instructor if there are any additional technology skills required for your courses.

The online students are expected to be able to:

- Surf on the web
- Navigate on websites
- Download and upload files into websites
- Use email software or websites, which includes opening an email, sending an email, replying to an email, and attaching a file into an email
- Use word processing software, which includes typing and saving files in software such as Microsoft Word and Open Office.

# Minimum Technology Requirements

To ensure the effective delivery of BHSU online courses, minimum hardware and software requirements have been established. The requirements below are applicable to D2L v. 9.4.

**Important Note:** It is highly recommended that if broadband access (DSL, cable, etc.) is available in your area that you purchase it instead of dial-up access. Your online experience will be more favorable with broadband access as course content will load much more quickly and BHSU resources will be much more responsive.

	Recommended Specs	Minimum Specs						
Processor	1.3 Ghz or higher dual core processor (e.g. Intel Core 2 Duo, AMD Athlon x2)	At least 1 GHz						
RAM	2 GB or higher	At least 512 MB						
Internet Access	56K or cable modem, DSL	Dial-up: 56 Kbps modem <b>Note: using dial-up will impact the time it takes to access your coursework.</b>						
Monitor Resolution	1024x768 or higher	SVGA monitor Minimum resolution of 800x600						
Operating System	Windows 7 or MAC OS X	Windows 2000, 2003, XP, Vista						
Sun Java Runtime Environment (JRE)	JRE 1.6 update 26	JRE 1.6.x (Required to run LiveRoom 4.3 and Equation Editor)						
Sound Card	Any; headphones or external speakers are also required							
Java script	Enabled							
Cookies	Enabled							
Office Suite	Microsoft Office 2007 (Windows) or Office 2008 (Mac)	Microsoft Office 2000 or later, or Open Office 2.x or later ( <a href="http://www.openoffice.org/">http://www.openoffice.org/</a> ) (Open Office is minimally supported)						
Web Browsers	Internet Explorer 9 (Windows) Firefox 7.0 (Windows & Mac)	Internet Explorer 8 (Windows) Firefox 5.0, 6.0 (Windows & Mac) Safari 4.0, 5.0, 5.1 (Mac) (Netscape and Opera are not supported).						
Mobile Browsers	<table border="1"> <tr> <td>iOS 3 &amp; 4 (Safari)</td> <td>Supported</td> </tr> <tr> <td>Android 1.5 &amp; 2.1</td> <td>Supported</td> </tr> <tr> <td>Blackberry 6</td> <td>Supported</td> </tr> </table>	iOS 3 & 4 (Safari)	Supported	Android 1.5 & 2.1	Supported	Blackberry 6	Supported	
iOS 3 & 4 (Safari)	Supported							
Android 1.5 & 2.1	Supported							
Blackberry 6	Supported							
Anti-Virus	Symantec Antivirus is free to all active faculty, staff and students at BHSU. Please visit <a href="http://www.bhsu.edu/iits/Services/AntiVirus/tabid/9733/Default.aspx">http://www.bhsu.edu/iits/Services/AntiVirus/tabid/9733/Default.aspx</a> to download.							
Other Software	<ul style="list-style-type: none"> <li>Adobe Acrobat Reader (<a href="http://www.adobe.com/products/acrobat/readermain.html">http://www.adobe.com/products/acrobat/readermain.html</a>)</li> <li>Adobe Flash Player (<a href="http://www.adobe.com/products/flashplayer/">http://www.adobe.com/products/flashplayer/</a>)</li> <li>SunOne Java (<a href="http://www.java.com">http://www.java.com</a>)</li> </ul>							

**Important Note:** Your instructor may have additional technology requirements for his or her course. Please refer to their welcome letter and/or syllabus for this information.

# Accessing your BHSU email

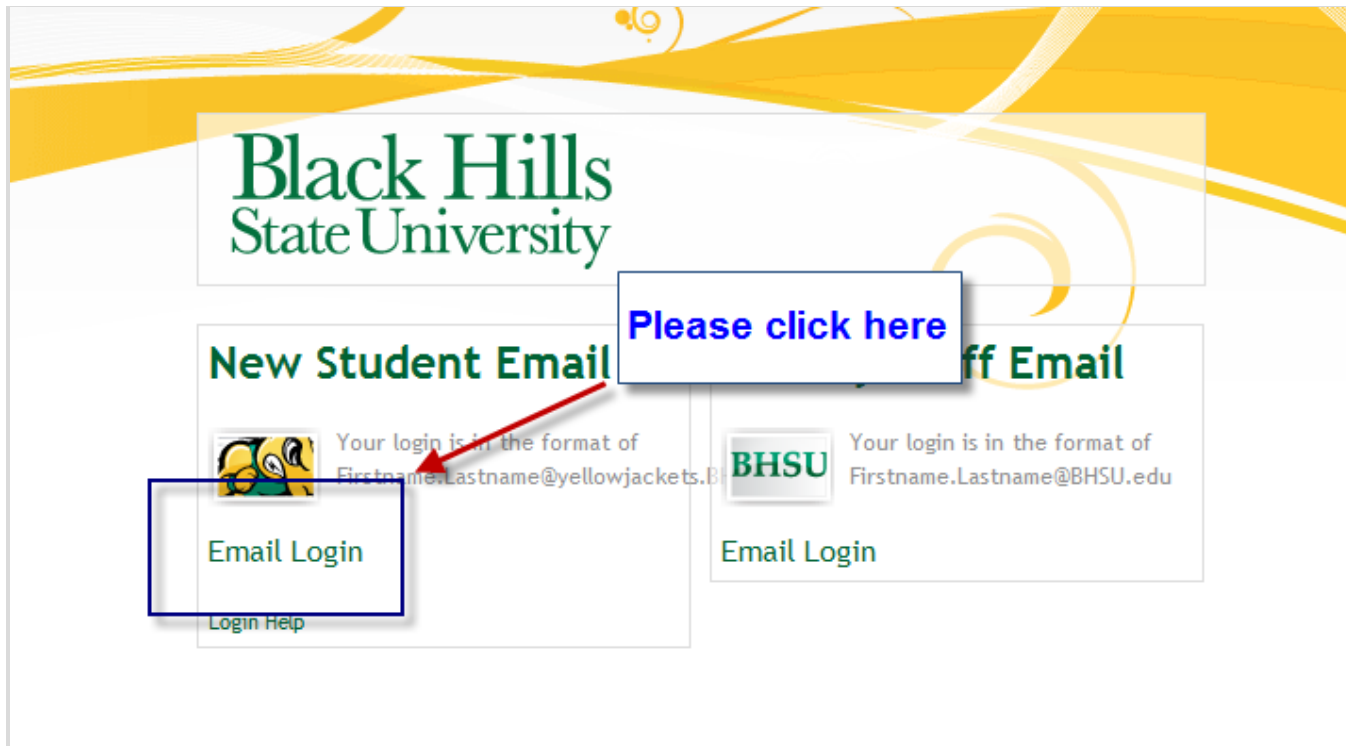
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BHSU email is the mean of communicating official university information to students. When you are enrolled in a BHSU course, you will be issued an email account. You should be aware that the university uses email to communicate official information of many kinds to students. You are responsible for the information in official university emails and are expected to meet all deadlines, requirements, and safety recommendations, as described. Examples include, but are not limited to, financial aid announcements, billing statements, registration, enrollment information, course cancellations, etc. Much of this information is time sensitive; therefore, you are expected to check your BHSU email at least twice a week.

To access your BHSU email:

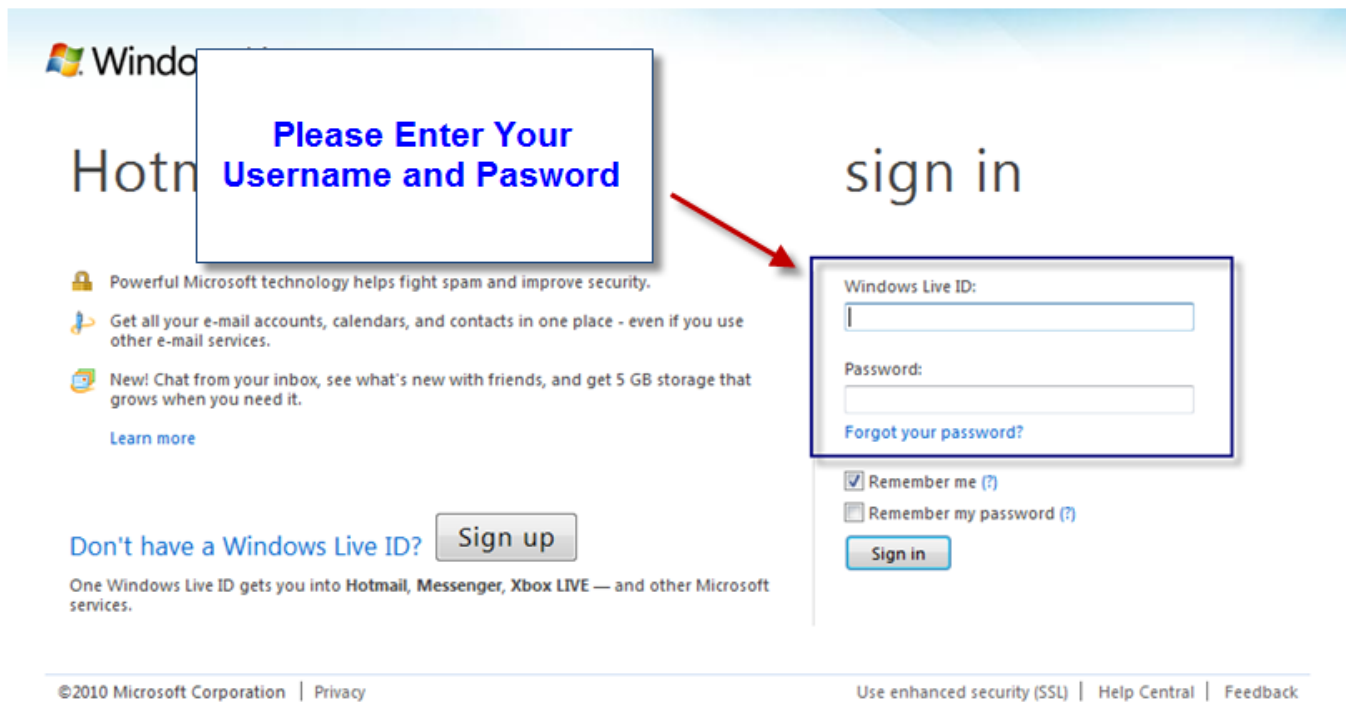
Go to <http://mail.bhsu.edu>

Click Email Login under New Student Email on the left side



**Note:** If you forget your username and password, they can be found on the BHSU Login Help at <http://www.BHSU.edu/LoginHelp>. Print this page for your records.

On the next page, enter your full email address ([FirstName.LastName@yellowjackets.bhsu.edu](mailto:FirstName.LastName@yellowjackets.bhsu.edu)), and your 6-digit PIN for the password. Click Logon



**Note:** If you have any problems with your email account, please contact the BHSU Help Desk online at <http://www.bhsu.edu/helpdesk> or call 605-642-6580.

# Logging into D2L

There are many ways to log into D2L. If you go to our website (<http://www.bhsu.edu>), you may click on the Desire2Learn link in the upper right corner as shown below.

The screenshot shows the Black Hills State University website. At the top, there is a search bar and a 'Popular Links' button. A callout box with the text 'Please click this link' has an arrow pointing to the 'Desire2Learn' link in the top right navigation area. Below the navigation bar, there is a banner for 'True Magic' Christmas gift to the BHSU community. To the right, there are sections for 'Explore', 'Visit', and 'Apply'. Below the banner, there are sections for 'Campus News' and 'Campus Events'. On the left side, there is a 'Preview Day' section and a list of user roles: Future Students, Current Students, Alumni / Donors, Community Members, and Faculty / Staff. At the bottom left, there is a 'BHSU E-mail' dropdown menu and a 'Go' button.

Once you click Desire2Learn link, it will take you to the page below. You then must enter your username and password. These are the same as you use for your WebAdvisor account and they are case sensitive. Your account information will be emailed to your BHSU email account prior to the first day of class. Your various BHSU accounts are also available at the Student Login Help site at: <http://www.bhsu.edu/loginhelp>.

Per a South Dakota University Board Office Policy to stay in compliance with Federal Financial Aid Guidelines, students are not able to view or access any of courses until the first day of the semester.

If you have problems logging in after the first day of class please contact Terry Hupp at 605-642-6038 or [Terry.Hupp@bhsu.edu](mailto:Terry.Hupp@bhsu.edu). If he is not available, you may also contact Anne Stevens at 605-642-6064 or [Anne.Stevens@bhsu.edu](mailto:Anne.Stevens@bhsu.edu).

The image is a screenshot of a web portal's login page. At the top, there is a navigation bar with logos for various South Dakota institutions: 'YOUR FUTURE IS HERE' (South Dakota Board of Regents), 'nu' (Northern State University), 'Black Hills State University', 'SOUTH DAKOTA M' (School of Mines & Metallurgy), 'ST/SET' (South Dakota State University), 'DAKOTA STATE UNIVERSITY' (DSU), 'The University of South Dakota', and 'Electronic University Consortium of South Dakota'. Below the navigation bar is a 'Home' link. On the left side, there is a 'Login' section with a dark blue header. It contains links for 'I'm new to D2L' and 'What is my password?'. Below these are two input fields labeled 'Username:' and 'Password:'. A note states 'Please note your password is case sensitive.' and a 'Login' button is at the bottom of the section. In the center, a white callout box with a blue border and a red arrow pointing to the 'Username:' field contains the text 'Please Enter Your Username and Pasword'. To the right of the login section is a 'Welcome' message: 'Welcome to the Desire2Learn system. This portal offers you the opportunity to view course offerings from all the regental universities in one session. Please log in to view your courses and take some time to familiarize yourself with the Desire2Learn Learning Management System. Contact the Help Desk at your University for a login.' Below this is a link: 'Please click here for a System Check before you login.' On the right side of the page is a photograph of a large brick building with a green lawn in front, where a group of people is sitting on the grass. The 'Black Hills State University' logo is overlaid on the bottom left of the photo. At the bottom center, there is a 'Powered by Desire2Learn' logo and a copyright notice: '© Copyright 2010 Desire2Learn Incorporated. All rights reserved.'

# Basic Navigational Instructions in D2L

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The navigational instructions provided below will introduce you with the basic components of D2L. Some active components of the online courses may differ depending on the instructors' preference or the subject matter being taught online. The instructions are provided for the common components used in the online courses at BHSU. You are encouraged to visit each component in the order given below.

1. **BHSU Getting Started** widget, which is located on the top left corner on your Course Home, contains important information such as the new online student orientation guide, course syllabus, information about your professor, and other pertinent materials. This widget is the first component you may want to visit before you go further in your course.
2. **Course Mail** located at the main D2L menu will display the email you received from your instructors and your peers in your courses.
3. **News** widget, which is located at the mid-section of the course home, is where you will find recent announcements about your course. This is the section you may be visiting regularly throughout the semester.
4. **Content** section is where you will mostly find the instructional materials relevant to your course. You may access this component by simply clicking the Content item in the top menu of your course.
5. **Discuss** section is where you will have the opportunity to ask questions to your instructors and peers, discuss on topics, share your opinions, and collaborate with your peers on group projects. You may access this component by simply clicking the Discuss item located in the top menu of your course.
6. **Dropbox** section contains the course assignments. This is the section where you will submit your individual or group assignments. You will be able to get more information about a particular assignment, check the deadlines, and review the feedback for a particular assignment.
7. **Grades** section will contain your grades you received from your instructor. Grades item is located on the right side of the course menu.

For more information about the components of D2L, you may access PDF and video tutorials at <http://edoutreach.bhsu.edu/ids/students/>.

# WebAdvisor

WebAdvisor provides important information about registration, financial aid, and grades to you. In order to access WebAdvisor, please go to BHSU website (<http://www.BHSU.edu>). Click the WebAdvisor link as shown below.

The screenshot shows the Black Hills State University website. At the top, there is a search bar labeled "Search BHSU" and a "Search" button. To the right is a "Popular Links" button. Below the search bar, a white box with the text "Please click this link" has a blue arrow pointing to the "WebAdvisor" link in the top navigation menu. The navigation menu includes: Home, About BHSU, Academics, Admissions, Research, Student Life, Athletics, and A-Z Site Index. The main content area features a large banner for "True Magic" with the text "Christmas gift to the BHSU community Dec. 1-4". To the right of the banner is a sidebar with sections: "Explore" (Majors | Student Life | Residence Life | Clubs & Orgs), "Visit" (Schedule a campus visit | Maps), and "Apply" (Undergraduate | Graduate | International). Below the banner, there is a "Campus News" section with three items: "Collins named assistant athletic director at BHSU", "BHSU students collaborate with Western Heritage Center to develop educational kits", and "BHSU sponsors 11th Annual Red Shirt Cultural Exchange". To the left of the news is a "Preview Day Jan 27" image. Below the news is a "Campus Events" section with a listing for "Dec. 1-4 Madrigal Dinner" with a "Learn more..." link. On the far left, there is a vertical menu with links for "Future Students", "Current Students", "Alumni / Donors", "Community Members", and "Faculty / Staff". At the bottom left, there is a "BHSU E-mail" dropdown menu and a "Go" button. On the far right, there is a "Did you know?" box with text about the national Christa McAuliffe Award for Excellence in Teacher Education.

Once you click WebAdvisor, you will be on the WebAdvisor homepage. Please click login located at the top of the window. In the next window, the system will ask you to enter your username and your password.

Please click here

[Log In](#) | [Main Menu](#) | [Contact Us](#)

**Campus Alert** - [SIGN UP NOW](#) - Your safety and security are our top priority.

Priority registration for current students for Spring 2012 starts on October 31, 2011  
Spring 2012 registration will continue through January 20, 2012  
Spring 2012 classes begin January 11, 2012

Welcome Guest!

Log in to WebAdvisor to access your information.

Select your point of entry to the right.

### Notice: WebAdvisor System Maintenance Schedule

System Maintenance Occurs:

Monday - Saturday 3am-6am CDT

Thursday 6:00pm-10:30pm CDT

We apologize for any inconvenience.

[Prospective Students](#)

[Students](#)

[Faculty](#)

[What's My Username and Reset My Password](#)

[Log In](#) | [Main Menu](#) | [Contact Us](#)

Welcome Guest!

## Log In

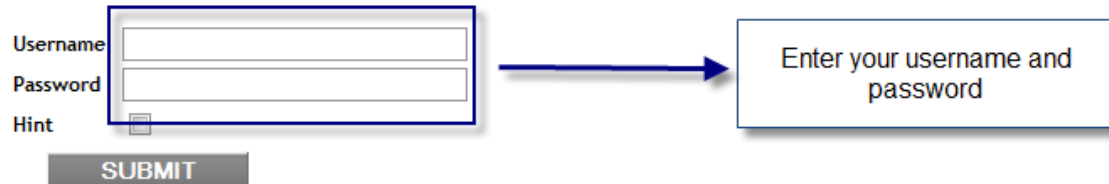
User name and password are case sensitive.

If you do not successfully log in after 3 attempts, please use [What's My Username and Reset My Password](#) to confirm your correct username or reset your password.

Your WebAdvisor and your Desire2Learn (D2L) logins have been integrated into one username and password.

\*\* If you have ever logged on to D2L, then your D2L username and password will be valid for both D2L and WebAdvisor. You will no longer use your WebAdvisor password.

\*\* If you have never logged on to D2L, then you will continue to use your WebAdvisor ID and password.



The diagram illustrates the login form layout. On the left, there are three input fields: 'Username', 'Password', and 'Hint'. The 'Hint' field is a small checkbox. Below these fields is a 'SUBMIT' button. A blue arrow points from the 'Username' and 'Password' fields to a box on the right that says 'Enter your username and password'.

# Academic Policies

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## *ADA Information*

Reasonable accommodations, as arranged through the Disabilities Services Coordinator, will be provided to students with documented disabilities. Contact the BHSU Disabilities Services Coordinator Mike McNeil at [MikeMcNeil@bhsu.edu](mailto:MikeMcNeil@bhsu.edu) or call (605) 642-6099. His office is located in the Jacket Legacy Room in the Student Union for more information.

## *Academic Freedom and Responsibility*

Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the chair of the department in which the course is being taught to initiate a review of the evaluation.

# Student Services

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## *Network and Computer Services*

Network and Computer Services (NCS) is committed to delivering secure, responsive, high-quality, customer-oriented services and support that fosters a productive academic and research environment for the students, faculty and staff at Black Hills State University.

NCS provides computer/network technical support for faculty, staff, and students for all university related business. NCS maintains faculty and staff computers for office use, as well as student use lab computers. NCS does not work on personal computers, and assumes no responsibility for such items.

Our online students may direct their questions related to technical problems such as computer technical issues (BHSU computers only), Desire2Learn logon issues, email logon issues, network logon issues on the campus and problems related to websites under BHSU domain.

The helpdesk is located at E.Y. Library Basement Room 007. Helpdesk service is available between 8 am and 5 pm, Monday through Friday. You can email them at [BHSUHelpDesk@bhsu.edu](mailto:BHSUHelpDesk@bhsu.edu) or call them at (605) 642 6580. Their website is <http://iis.bhsu.edu/ncs/>

## *D2L Help*

Instructional Technology Services (ITS) at BHSU enhances and maintains the efficient and effective use of contemporary classroom technology to create an environment where high-quality teaching and learning are enhanced by the use of technology. If you have any questions or problems about D2L or any related technologies such as Elluminate/Blackboard Collaborate used in your online courses, please contact Terry Hupp ([Terry.Hupp@bhsu.edu](mailto:Terry.Hupp@bhsu.edu)) or Anne Stevens ([Anne.Stevens@bhsu.edu](mailto:Anne.Stevens@bhsu.edu)) For more information, the ITS website is accessible at <http://www.bhsu.edu/iits>.

## *Writing Center*

The Writing Center at BHSU provides BHSU students the following services:

- One-on-one consultations at any stage of the writing process, including understanding an assignment, taking notes, developing a thesis, organizing a first draft, or revising and editing a final draft.
- Assistance researching, documenting sources, and avoiding plagiarism.
- Reviews of grammar and punctuation rules.
- Advice on writing resume, application letter, or professional portfolio.
- Preparation sessions for the writing portion of the Rising Junior Exam (CAAP).
- Assistance preparing for the Informational Literacy Exam.
- Review and tutoring for the writing portion of the pre-professional tests, including GRE, PRAXIS, and LSAT exams.

The Black Hills State University Writing Center is located on the first floor of the E. Y. Berry Library. The Writing Center is open Monday through Thursday 10:00 - 5:00 and 6:00 - 8:00 and Friday 10:00 - 3:00. For more information or to make an appointment, please visit at <http://www.BHSU.edu/WritingCenter>

### *Disability Services*

The mission of Disability Services at BHSU is to provide the comprehensive support necessary in meeting the individual needs of students with disabilities. Doing so is in accordance with BHSU's commitment to provide an equal educational opportunity for all students. If you have any questions, please contact with Mike McNeil at (605) 642-6391. You can also email him at [Mike.McNeil@bhsu.edu](mailto:Mike.McNeil@bhsu.edu). For more information, you can visit the Disability Services website at <http://www.bhsu.edu/DisabilityServices>.

### *Bookstore*

University Bookstore is the place for official BHSU textbooks, gear, and supplies. The bookstore is located inside BHSU Student Union building. The store is usually able to ship orders within 24 hours. Please allow two business days to process orders. Almost 50% of the books sold in the store are used; however, if used books are not available when your order is filled, the store will substitute new books and the amount shown on your final bill will reflect the new price when the order is processed at the store, not when submitted. For more information, you can call (605) 642 6479 or visit at <http://www.bhsu bookstore.com>.

### *Library*

The E.Y. Berry Library-Learning Center collection can be searched and accessed using the SDLN system that Black Hills State University pioneered for the state of South Dakota. We offer access to 90 databases, interlibrary loan, e-books, instructional videos, and reference chat – all available from off campus. In order to access services provided for the online students, please visit <http://iis.bhsu.edu/lis/circulation/distancelearning.cfm>. In order to visit the BHSU Library website, please go to <http://iis.bhsu.edu/lis/index.cfm> If you need any sort of library help you can contact Scott Ahola at (605) 642-6359 or by e-mail at [Scott.Ahola@BHSU.edu](mailto:Scott.Ahola@BHSU.edu)

### *Center for Academic Success*

The Center for Academic Success at Black Hills State University is a student-centered, service-oriented office focused on ensuring student persistence and success. The center provides assistance and information to all students, faculty, and staff in an effort to facilitate academic success, student persistence, and student level of satisfaction with the university experience. Staff provides information and advisement on a number of topics related to study-skills success and personal development.

They use various valid and reliable inventories to assist students in identifying their academic strengths, personal interests, learning styles, and academic and career goals. They also draw up personal "success plans" with students early in the semester to clearly define goals, and they follow up on student progress throughout the semester to ensure that plans are put into action and monitored regularly. Testing and tutoring services are also available in the Center for Academic Success. For more information, please visit at <http://www.bhsu.edu/StudentLife/Learning/CtrforAcademicSuccess/tabid/157/Default.aspx>

## *Student Financial Services*

Student Financial Services answers questions regarding financial aid, tuition, scholarships, and fee payments. At Black Hills State University, our online students are eligible for financial aid, scholarships, and grants as well as our on-campus students. For more information, visit at

<http://www.bhsu.edu/Admissions/PayforCollege/FinancialAid/tabid/590/Default.aspx>

## *Career Center*

BHSU Career Center offers services to assist students with setting and achieving career goals. These services are available on campus, by appointment in Rapid City or by e-mail for those who aren't able to meet in person. Web tutorials are being developed and will soon be available through [www.BHSU.edu/careers](http://www.BHSU.edu/careers). Services available include:

- Setting Career Goals
- Resume Writing
- Cover Letters
- Job Search
- Interview Skills
- Internship Search
- Job Applications
- Resource Library
- Graduate School Statements and Applications

All students are encouraged to create a profile in Jacket Job Link, our on line employment information system. Through Jacket Job Link you may:

- Search for jobs in your area, state, and beyond
- Keep a record of your experience and skills
- Sign up for on-campus interviews and events
- Store your application documents
- Find out who is recruiting at BHSU Career Fairs

### **Create an account & begin managing your career today! To get started:**

- Visit [www.BHSU.edu/careers](http://www.BHSU.edu/careers).
- Click on the "Jacket Job Link" icon located on the right.
- Choose "Click here to register," then follow the prompts to create your free account.
- Call 642-6277 if you have any difficulties!

Watch our web site for information about upcoming events, including:

- Local Part-time Job Fair in September
- Fall & Spring Career Fairs
- Black Hills Teacher Fair
- Professional Etiquette Dinner & Style Show
- Drop-in Resume Review -Thursdays from 9-Noon
- Career Caffeine– weekly special topic workshops held on Tuesday afternoon at 3:30



Reach the Career Center by calling 642-6277 between 7:00 am and 5:00 pm MT, or email [Careers@BHSU.edu](mailto:Careers@BHSU.edu).

# Educational Outreach

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The Office of Educational Outreach at Black Hills State University offers high quality, convenient, affordable, and accredited distance learning options via online, videoconferencing, and at off-campus locations:

## *Online/Distance Degree Programs*

### *Master of Science in Strategic Leadership*

The Online Master of Science in Strategic Leadership (MSSL) provides unique training to lead organizations in today's knowledge-driven global economy. This innovative, interdisciplinary program incorporates leadership theories, concepts, methodologies, and mentorship skills that are essential to leading and transforming organizations.

The MSSL program is designed to prepare for executive-level leadership positions and fosters career advancement in government, businesses, non-profit organizations, and the military. Expert faculty in key leadership areas, such as visioning, motivation, creative problem solving, strategic planning, forecasting, innovation, change management, ethics, and effective communication teach the core course work.

The MSSL degree builds a strong foundation for students seeking leadership positions in the military, as well as businesses. Working professionals will enjoy the advantages offered by this online program of study. The Master of Science in Strategic Leadership is offered entirely online, so it can be pursued from any location, and with great flexibility. For more information, please visit <http://www.BHSU.edu/mssl>.

### *Master of Science in Curriculum & Instruction*

The goal of the Black Hills State University Master of Science in Curriculum & Instruction (MSCI) is to facilitate professional growth while preparing graduate candidates for leadership in roles beyond the classroom. Join us and expand your understanding of research and research-based practices while you prepare to be a Reading Specialist, Math Specialist, Science Specialist, or Technology Facilitator. You will have opportunities to take graduate work directly into your classrooms and into leadership experiences to better connect theory to practice. For more information, please visit <http://www.BHSU.edu/msci>.

### *Bachelor of Science in Business Administration - Specialization in Management*

A bachelor's degree in Business Administration with a Specialization in Management opens the door to a wide variety of employment opportunities in a profession that is truly global. Learning to manage people and the company's resources may be one of the most important (and toughest) skills in business. By acquiring analytical problem solving skills, leadership techniques, resource management skills and personnel development expertise, you will put yourself in a position to assume entry-level professional employment in management. For more information, please visit <http://www.BHSU.edu/management>.



### *Teaching Endorsements*

The following teaching endorsements are available online or via distance.

- Birth through Preschool
- Birth through Preschool Special Ed
- Kindergarten
- Special Education
- Library Media
- Driver's Education

For more information, please visit <http://www.BHSU.edu/distancelearning>.

### *Certificate Program in Professional Writing*

BHSU offers an online, 12-credit hour certificate program in Professional Writing. Major U. S. and International Corporations have expressed the opinion that an essential element of short-term and long-term professional success is effective communication skills particularly in writing. This 12 credit hour online certificate program is designed to train a national and global audience to enable individuals to obtain expertise in professional writing while they are fully employed. For more information, please visit

<http://www.bhsu.edu/Academics/OnlineDistanceLearning/ProfessionalWritingCertificate/tabid/9365/Default.aspx>.

### *Educational Outreach Staff*

#### **Hasina Ahmad**

Undergraduate Distance Education Coordinator



She helps in the over-all organization of the on-line undergraduate programs, assists prospective and enrolled students with non-academic problems, monitors enrollments and withdrawals, coordinates with the faculty members concerning on-line offerings, and prepares the Financial Statements for the Department.

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## Rayna Bergin

Sr. Secretary



My name is Rayna Bergin, I am the Senior Secretary for the office of Educational Outreach and Assistant to Rajeev Bukralia, Dean of Educational Outreach and Libraries. My primary duties for our office is to answer student questions about online classes, how to log into D2L and emails and how to register for the online courses.

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## Dr. Mitch Hopewell

Graduate Distance Education Coordinator



His responsibilities include oversight of the Master's of Science in Strategic Leadership program as well providing curricular and administrative leadership for a number of other initiatives.

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## Rich Loose

Sr. Programmer/Analyst



My main focus is to provide technology and automation services to enhance our online delivery system. I consult with my immediate supervisor, staff and other employees to gather information to acquire their inputs that define goals for the system improvement and innovative design for online learning. I design and develop a program using structured analysis, sampling, data modeling and model building techniques. I evaluate complex systems analyses and systems programming to further improve our online and business processes.

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## Christopher Dawes

Instructional Designer



My name is Christopher Dawes. I am an Instructional Designer in the Office of Educational Outreach. My major responsibilities include helping faculty to design and develop interactive, engaging instructional materials with assessments and simulations using a variety of tools and applications. I collaborate with faculty on the creation of new courses and adaptation of existing courses for blended environment, through one-on-one consultations, workshops, and online training offerings. I also assist faculty in revising courses and materials to include multimedia components for enhancing student learning.

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