Telepresence Comes to UC!

Telepresence is the use of virtual reality technology to give individuals the sensation of being present at a place other than their true location. Utica College began using Cisco Tele Presence with the general MBA program in the fall of 2015. Because of this technology, online students are able to have an interaction that they otherwise would not have.

Stephanie Nesbitt, director of the MBA and Risk Management Assurance program really hit the ground running on this project. She explained the new technology and hybrid program provides "a better educational experience for the students."

Here’s how it works: the telepresence camera technology follows the professor so that students online can see the professor as they lecture. This technology will also move to focus on the person who is currently speaking. There are three computers powering the activity in the room. These computers combined with the physical classroom allows students both online and physical to participate synchronously or asynchronously.

These students are also able to chat, "raise their hands", and record anything that's going on. When a student clicks on the "raise your hand" option, the professor can actually see the student on the screen.
asking the question. "It gives more of that actual interaction", Nesbitt explains.

With this hybrid set-up, students also have the option of coming to the physical class. Nesbitt explains that the classroom is designed to be multi purposed. This allows the classroom to be structured for team building activities, lectures, or presentations. "So opposed to the classroom that you go to on campus, where it’s in a row and you just look at the back of the head of the person in front of you. Everything here we can configure to what we are doing."

That convenience coupled with the online interaction is an advantage that comes with this new technology and blended program. If a student is unable to attend class during the scheduled time (either physically or virtually) they can watch the archived lecture. This recorded archived lecture is readily available to the students within their engage shell and allows the student to see exactly what went on in the 90 minutes of class. Additionally, students can join the live class via their smartphone, "which is one of the really interesting things about this. For a traveling professional, if you’re stuck in the airport you don’t have to miss class," Nesbitt says. Online students tend to feel very isolated without that interaction, but now they don’t have to. "What we're finding is that students really like the interaction, students really want to interact with other students and with professors." Nesbitt goes on to explain that learning really stems from interaction, so having this addition is expanding that learning process.

Not an MBA student? Don't feel left out, there are big things to come with this technology in the future. Currently, there is a larger classroom being built for blended programs. Other UC programs are beginning to explore the blended technique and the use of the telepresence.

The Write Idea:
How to Write a Professional Memorandum

An important part of working in a professional setting is the ability to write a Memorandum or "memo". Memos are used for both interoffice and intra-office purposes. Memos are typically used to bring attention to information, detailing a new policy or explaining the solution of an issue. Memos should be informative and are a useful way to appropriately spread new information in a professional setting. Since memos are intended to be short and to the point you will want to review the content to ensure it meets the goal of the writer and the needs of the reader. You may choose to tailor the recipient list to only those the memo is relevant to. Remember to gauge the sensitivity of the topic to see if a face to face interaction would be more appropriate. Memos should appear clean and professional, the object is to provide as much information with as little distraction as possible. Below is an example of an Interoffice Memo template from Microsoft Word, this specific template is entitled "Memo (elegant)".

May 6 - Completed Phase III Graduate Thesis/Capstone Project Final Approval Form
May 6 - Last day of online & hybrid classes
May 7 - Graduate Commencement Ceremony
May 8 - Degree Conferral Date

Networking Event!

On March 7th from 6:00-8:00pm the Office of Graduate Studies and Career Services are putting on a networking event for all PT, OT & HCA graduate students! The Graduate Health Professions Networking Night will be held in the ECJS Auditorium. Alumni from all programs will be in attendance to answer your questions in a panel. Food and Drinks will be provided. Online and non-local students can participate through a live stream with a staff member monitoring questions to be asked to the group. Learn more about your upcoming career and grab some food with fellow Health Professions students!

The Graduate Health Professions Networking Night March 7th 6-8:00pm
INTEROFFICE MEMORANDUM

TO: [RECIPIENT NAME]
FROM: [YOUR NAME]
SUBJECT: [SUBJECT]
DATE: [CLICK TO SELECT DATE]
CC: [NAME]

[Type your memo text here]

The heading of this memo (should include the sender, the recipients, the subject, the date, and anyone that is carbon copied) is simple, sets the tone of the memo, and notes who is included. Be sure to use full names and official titles when listing recipients (regardless of the relationship between sender and receiver) remember to double check name spelling. The heading section generally includes sender, recipient, subject, date, and carbon copy information. Subject lines should be specific but concise.

The body of a memo should include several different parts. According to Purde Owl, "The segments of the body of a memo should be allocated in the following manner:

Header: 1/8 of the memo
Opening, Context and Task: 1/4 of the memo
Body/ Main, Discussion Segment: 1/2 of the memo
Closing/ Resolution, Attachments: 1/8 of the memo"

The opening in a memo should address the main idea and mention any upcoming changes. The body should explain the significant parts of any changes made and how this will affect the reader. A closing should include a resolution or detail any action that may need to be taken by the reader. If you are attaching any documents to a memo, be sure to note the attachment at the bottom of the page. Any attached document should be appropriately named and dated. Also ensure that the links are both correct and functioning.

General memo templates can be found in the template search bar in Microsoft Word or a sample memo can be found at https://owl.english.purdue.edu/owl/resource/590/04/. Given the advancements of the technological world, it may come as a surprise that memos are still widely used in offices. The versatility of the memo allows it to be sent electronically. Even as technology advances, it appears the memo is here to stay.

For More Information Visit https://owl.english.purdue.edu/owl/resource/590/01/