



Instructional Support Services

Instructional Support Services is composed of the Audio-Visual Media Center, the Library, the Learning Skills Lab, the Instructional Technology Center, Adult Learning Skills Lab, and Computer Services. These six areas have retained their autonomy but work cooperatively with each other.

Instructional Support Services provide diverse assistance to the college faculty, students, staff, and community. Learning is both a product and process. Within the four areas are a consortium of specialists working toward the improvement of instruction on campus.

Audio-Visual Media Center

A wide range of audio visual equipment and production hardware is available for classroom use at Eastern Wyoming College.

A cart with laptop computers is available for classroom use.

In addition to supplying equipment such as tape players, video tape recorders and projectors, slide programs, and photographs, the Audio-Visual Media Center also produces audio and video tapes for classroom use.

Library

Located in the Tebbet Classroom Building, the library is an attractive, central facility for research and study. The library plays a vital role in the educational mission of Eastern Wyoming College. The library's resources include over 29,000 volumes, over 150 current periodical subscriptions, periodical backfiles in microform, and materials on CD-ROM, all selected to support the instructional and recreational needs of the college and community. The library has an on-line catalog, the WyLD CAT, through which patrons can access materials held in most of the libraries in Wyoming. The library also has access to CARL, FERRET, and the Internet, all of which make the EWC library a part of the world-wide library community. The library is open during regular daytime hours, four evenings per week, and Sunday afternoons. When classes are not in session, special library hours will be posted. Library personnel are available to assist patrons with their informational needs and to offer bibliographic instruction. For materials not available at the Eastern Wyoming College

Library, access is provided through regional and national interlibrary loan networks. For the convenience of library patrons, the library offers a coin-operated photocopier, a microform reader/printer, and a fax machine. The library operates under the Library Bill of Rights, which guarantees the unbiased provision of materials and protects patron privacy.

Learning Skills Lab

The Learning Skills Lab, located directly below the Library in lower Tebbet, offers a variety of services to enhance and support the learning experience of all students.

The Learning Skills Lab consists of a large, open area with tables for study/tutoring sessions; a study table in an enclosure for study groups or quiet individual study; a seminar room with computers; and the offices of the developmental reading and math teachers. Services include free tutoring assistance, computers and VCRs, and study areas. Tutors are available in the following areas (depending on requests by students and faculty): biology, English, psychology, political science, math, accounting, computer applications, veterinary technology, economics, records management, chemistry, and problem solving. Contact Learning Skills Lab personnel for details or see the website ewc.wy.edu under Support Services for more information including the current tutor schedule, links to study skills pages, and how to become a tutor.

Instructional Technology Center

The purpose of this department is to support faculty as they develop and expand distance learning courses. This department works closely with the Distance Learning committee and faculty members. With training in instructional design (curriculum planning) and delivery, primary support is for the technology of distance learning. Services include: consultation for course planning and delivery, support for distance delivery via online Internet systems and compressed video, consultation and support for adding web components to traditional and non-Internet distance ed courses, technical training for the compressed video classroom, training in distance delivery strategies and technologies, and training to use campus classroom technology. The center also provides faculty access to computers for graphic, audio, and video editing.

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Adult Learning Skills Lab

The Adult Learning Skills Lab is located in Tebbet Room 140, adjacent to the Learning Skills Computer Lab. The large study area and the Computer Lab are shared with the Learning Skills program. The program offers individualized study plans for people from 18 years of age and beyond in the areas of adult basic education, GED preparation and English as a second language. Each student is also encouraged to acquire computer, work, and life skills through various activities and assignments, regardless of the area of concentration. The lab provides access to a TV and VCR for viewing educational tape series (GED on TV); computer based study programs, such as Rosetta Stone and PLATO; various CD-ROM products; and access to technology—the Internet, use of a digital camera and video equipment, and word processing programs. The schedule is arranged to provide access for both day and evening hours of study. TABE tests and GED Practice tests may be taken in the Adult Learning Skills Lab during evening hours when the Testing Center is closed. Services are coordinated with the NOWCAP-EvenStart Program, the county library, various state agencies, Department of Employment, UW/EOC, Workforce Development Youth Council, and the ABE Literacy Council. The Web address is ewc.wy.edu follow the link to Extended Campus, then to Outreach Programs.

Gear Up

GEAR-UP and Eastern Wyoming College work to help students prepare for college each step of the way. Gaining Early Awareness and Readiness for Undergraduate Programs focus time and effort in working closely with students and helping them be successful in all aspects of education so that pursuing post secondary education becomes a reality. This is an on going service that helps plan for college, explore career choices, provides tutoring, how to pay for college, campus tours, summer activities, ACT prep and scholarships.

Computer Services

Eastern Wyoming College Computer Services Department plays a key role in preparing students to meet the technological demands of the world today. State-of-the-art computerized classrooms are provided to support the academic needs for software training in accounting, business, multimedia, and word processing. Microcomputer workstations are located in various buildings on the campus and are

connected via a high speed Local Area Network to allow easy access to laser printers, scanners, and a wide variety of Windows based software applications. Available software applications include word processing, spreadsheets, database, publishing, presentation and multimedia programs. Application specific software is also available for various academic programs such as accounting and veterinary technology. Students are provided with free access to the Internet and a wide variety of services. On-line research materials and search engines are only a click of the mouse away.

The computer lab is open to students during regular classroom hours, in the evenings on weekdays, as well as limited hours on the weekends.

Eastern Wyoming College provides similar computer access and Internet services to students enrolled at the Douglas, Lusk, Wheatland, Upton, Moorcroft, Glenrock, Hulett, Guernsey, Sundance, and Newcastle campuses.

*The wrongful use of computer resources or information including threats thereof, may result in student suspension or dismissal.

Counseling/Testing Center

Counseling Services

A student's success in college is to a large degree dependent on his/her ability to adjust to the total college environment—socially, personally, and emotionally. The counselors at Eastern Wyoming College, through work with individuals and with groups, are available to assist in these areas.

Faculty members and parents are encouraged to use the counseling facilities by referring students in need of assistance. In some cases, students who have problems are referred to other faculty members or to the agency or service best qualified to provide help.

A primary goal of the counseling service is to help maturing students accept responsibility for the decisions arrived at in counseling and for their own behavior.

The Counseling Center is located in the Tebbet Classroom Building, Room 133T.

Placement Services

The Counseling/Testing Center assists graduates

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seeking full-time employment, as well as students seeking part-time jobs while in school or during the summer recess. A number of employers and the Wyoming Employment Resources office provide job information which is posted on the hallway bulletin board. All students or employers are encouraged to contact the Center for assistance in this regard. Students seeking work-study jobs on-campus should contact the Financial Aid office.

Testing Services

The Eastern Wyoming College Counseling/Testing Center provides administration and interpretation of vocational tests and follow-up guidance as needed for students and community members. The Testing Center staff administers aptitude, skills, dexterity, academic achievement, occupational, and McCarron-Dial neuropsychological testing instruments to meet the individual needs of students. EWC students may qualify for career assessment services at no charge.

The Testing Center staff provides the following testing services: placement tests, monitoring make-up exams for instructors; General Educational Development (GED) practice tests and exams; correspondence and online tests for EWC and other colleges; College-Level Examination Program (CLEP); Defense Activity for Nontraditional Education Support (DANTES) credit by examination testing; Western Governors' University (WGU) assessment tests; Law School Admissions Tests (LSAT); ACT and WorkKeys exams; Veterinary Technology Technician National Exam (VTNE); and Collegiate Assessment of Academic Proficiency (CAAP) tests.

The Center maintains a current, comprehensive collection of essential occupational information as well as a number of current college and university catalogs, providing information about vocational/technical schools, colleges, universities and graduate programs. Materials are available to all students seeking information about particular career areas, employment and salary outlook, and required training/education for specific occupations. The Testing Center Coordinator provides resume assistance individually or via workshops and classroom presentations. The coordinator has also developed the following free online classes: Writing Your Resume, "Searching for a Job," "The Job Interview," and "Achieving

Your Financial Goals," which are available at the following web address: ewc.wy.edu/services/jobsearch.

For more information, or to make appointments, contact Testing Center staff in the Tebbet Building, Room 133.

Services for Disabled Students

EWC is committed to providing information, accommodation services, and agency referral to students with any type of permanent physical handicap or learning disability.

Goals:

To promote the independence and self-sufficiency of students with disabilities, and to encourage the provision of equal opportunities in education for students with disabilities at Eastern Wyoming College, as mandated by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA).

Services Available:

- Interpreter, Reader, and Taping Services
- Classroom Relocation for Accessibility
- Advocacy with Faculty and Staff
- Test-Taking Assistance and Accommodation
- Assistance with Study Skills, Note-Taking, and Test Preparation
- Career, Academic, and Personal Counseling
- Tutor Referral
- Equipment Loan Assistance

Eligible:

Any student enrolled at Eastern Wyoming College who has a documented physical disability or learning disability is eligible for assistance.

Contact:

Debbie Ochsner, Director of Counseling & Testing
Eastern Wyoming College
3200 West C Street
Torrington, WY 82240 307.532.8238, or

Tom McDowell, ADA Coordinator/Director of Human Resources
Eastern Wyoming College
3200 West C Street
Torrington, WY 82240 307.532.8330

TTY: via WY Relay 1.800.877.9965