

Educational Resources and Outreach Services

Black Hills Natural Sciences Field Station (BHNSFS)

The BHNSFS serves as the residential base camp for geology and geological engineering summer programs. (See section under Geology B.S. and Minor for a full description.)

Bookstore

The School of Mines Bookstore is located in the Surbeck Student Center and is owned and operated by School of Mines. All revenues generated by the Bookstore are reinvested into the School of Mines. The School of Mines Bookstore serves the students, staff, and faculty of School of Mines by providing course materials, office supplies, Hardrockers apparel, computer software, and more. In addition, the Bookstore cashes personal checks, sends and receives personal faxes, and special orders books and software. Please call (605) 394-2374 for assistance. For additional information, visit the School of Mines Bookstore's website at: <www.minesbookstore.com>.

Information Technology Services (ITS)

Information Technology Services (ITS) serves the academic technology needs of School of Mines by acquiring, supporting, and enhancing many of the technology resources available for students, faculty, and staff engaged in scholarly activity. The mission of ITS is to provide proactive, responsive, people-oriented technologies, training, and support in the areas of multimedia, computing, and networking. In partnership with faculty members, ITS pioneers new learning technologies to provide quality educational experiences outside the traditional classroom or to enhance traditional learning environments.

ITS supports the network and communications server infrastructure for the entire campus. ITS operates and maintains the

campus Local Area Network (LAN) and all centralized computing resources, as well as gateways to external networks, and the wireless infrastructure around campus. Network connections for individuals in the residence halls are also managed through ITS. ITS supports academic computing, including computing labs, presentation classrooms, distance learning facilities, videoconferencing, the Governor's Electronic Classroom (GEC, CB110), the Digital Dakota Network studio (DDN, CB109), and traditional and cutting-edge audiovisual resources to support classroom instruction.

The ITS Software Development Team is responsible for maintaining and updating the School of Mines website while providing software development support to all departments on campus. They create specialized web software to meet the needs of our campus customers, including the Student Association, residence halls, administration, special faculty projects, etc.

All ITS staff enjoy the challenge of assisting faculty in the transfer of cutting-edge instructional technology tools into the classroom, making the learning process more efficient, effective, and exciting. On request, ITS staff members are available for short class presentations on focused technology topics to complement curriculum. In 2000-01, Technology Fellows began working with faculty in this area. ITS is working closely with the Technology Fellows to ensure coordination among services.

ITS is involved in supporting technology to enhance many School of Mines outreach efforts, including the on-campus daycare center (Kids Kastle Little Miner's Clubhouse), the Higher Education Center-West River building, the Technology Development Center, the Black Hills Business Development Center, and local service organizations. On request, ITS will provide reasonable services to currently registered students from any South Dakota institution of higher education who may be located permanently or temporarily in the Rapid City area. In partnership with the State Bureau of Information and Telecommunications, ITS also provides services to local state agencies.

For more details see: <its.sdsmt.edu>

ITS Help Desk

The ITS Help Desk assists students, faculty members, and staff with software and hardware questions and provides scheduling services for many shared resources. The Student Help Desk, (605) 394-1234, is located on the lower level of the Devereaux Library, along with the Tablet Central Assistance Center. Contact the Help Desk at helpdesk@sdsmt.edu, drop by, or check the web pages: <its.sdsmt.edu>.

Tablet PC Program

The School of Mines began a tablet PC program in fall 2006. All incoming freshmen are issued convertible tablet PCs and are required to pay the technology fee associated with the tablet program and wireless access across campus. These machines are laptops that are fully functional as a PC but also have a touch sensitive screen that allows students to write on the screen as if it were a piece of paper. This technology allows students to take notes in class in their own handwriting, allows them to highlight lectures from their instructors and allows many other test-taking functions that would not be available with a basic laptop. The tablet PCs have built-in wireless capabilities so that any classroom on campus can be used as a computer lab and students can connect to the Internet and the campus' file servers from anywhere on campus. Tablet Central (the Help Desk for the tablet PCs) is located in the basement of Devereaux Library. Find out more at: <its.sdsmt.edu/tablet>.

PC Labs

All of the PCs on campus are linked to the campus network, providing access to file servers, applications software, electronic mail, and the Internet. Approximately 90 PCs are located in campus labs, accessible to all students. An additional 62 PCs and Unix workstations are located in department labs, and these are also accessible to all students upon request. Many of the campus labs are reserved for class use much of the day but can be used as open labs otherwise. PC labs are located in

Civil/Mechanical Building: Room 310

Devereaux Library: Located throughout the building

EE/Physics Building: Room 307
Surbeck Center

In these labs, students have access to standard office productivity software, as well as electronic mail and World Wide Web/Internet. Many of the labs are also equipped with discipline-specific software packages. For current lab descriptions, software listings, and locations see: <its.sdsmt.edu/labs>.

ITS Software Development Team

The ITS information services team assists faculty members, staff and students by creating software solutions for unique campus needs. These services include database-driven Internet applications, online surveys, MS Word, MS Excel, and MS Access programming solutions.

The information services team can be contacted via the Technology Help Desk at (605) 394-1234, Vickie Bender at (605) 394-1299, or by e-mail to Vickie.Bender@sdsmt.edu.

Interactive Supplemental Materials

All faculty members at School of Mines have access to Internet and electronic mail facilities. Faculty members have the capability to use interactive videoconferencing technologies to meet with students, including Elluminate which requires no software installation on the users' computers. Some classes use list serves or chat groups to distribute additional material and for communication and discussion among students. Some course use the course management system called Desire2Learn. Students have the option of corresponding through mail, telephone, fax, and electronic mail with faculty and instructors. The course syllabus will list options for course material delivery. Distance instructors will provide contact information (e-mail address and telephone number) along with their course materials. If students have privacy concerns regarding using Internet-based communications, please contact the Help Desk at: helpdesk@sdsmt.edu or (605) 394-1234 for assistance.

Distance Education Course Delivery Systems

Distance education courses are available via Internet and various interactive media. The technology of distance education is changing as fast as technology itself, and School of Mines strives to benefit students by taking advantage of cutting-edge technologies for course delivery. As technologies become available, they will be incorporated into the offerings.

Video-based courses at School of Mines usually include segments filmed in the classroom as the lecture is being presented to the on campus students during the current semester. This is especially important in the science and engineering classes because of today's rapid advances in knowledge and technology. Most distance learning classes are "semester based." This gives distance students the opportunity to meet and work with other students who are taking the class at the same time.

Information Technology Services makes distance courses available via video streaming. To inquire about distance offerings, check the Schedule of Classes or contact the Office of the Registrar and Academic Services (605) 394-2400.

Distance Education Using Videoconferencing

The Digital Dakota Network (DDN; located in CB109, CB110, and CB106 videoconferencing facilities link all six South Dakota universities, as well as all South Dakota K-12 school districts, and many state agencies with interactive videoconferencing capabilities.

All videoconferencing sites are fully interactive, so students at every site receiving the class can see and hear the faculty member at the originating site. Students at any participating site can ask questions of the faculty member and students at the other sites, and participate in class discussion.

Other videoconferencing applications are also supported via DDN, and Internet2/REED, such as student job interviews with potential employers or meetings with research sponsors. For more information see: <its.sdsmt.edu/videoconferencing>.

Educational/Summer Programs and Professional Conferences

The office of Educational Programs and Professional Conferences (EPPC) coordinates and organizes continuing education opportunities, workshops and conferences at School of Mines that focus on science and technology. These workshops and conferences combine the expertise of faculty with the cultural and natural resources available in the beautiful Black Hills. Classes are designed for youth, adults, K-12 math and science teachers, and for alumni and other technical professionals. Conferences serve both regional and national audiences. Youth programs focus on building an interest in science, technology, engineering and math in students. Both on-campus residential and non-residential programs are offered.

Library

The Devereaux Library, located on the north side of the campus along Saint Joseph St., provides a wide variety of resources and services for students, faculty, staff, and the community. During the academic year, the library is open ninety-five (95) hours each week.

The library's main level is the location of the South Dakota Reading Room, reference collection, electronic resources, reference desk, downtime (the popular reading area), circulation desk, interlibrary loan, technical services, and administrative offices.

The lower level of the library contains the literature collection, Government Documents Collection, movies (VHS and DVD), audio book collection, an audiovisual listening and viewing room, and study areas. The Tech Learning Center, Tablet Central and the ITS Help Desk and Testing Center are also located on the lower level.

The second level of the library houses an extensive journal collection, the print versions of Abstracts and Indexes and study areas.

The library's top level houses the majority of the Main Book Collection, the Special Collections vault and study areas.

The library's collection supports the entire range of academic disciplines, with a primary

focus on science and engineering; it contains approximately 180,000 volumes. Special collections include the South Dakota Collection, audiovisual materials, extensive documents from every branch of the federal government, and patents and trademarks. Devereaux Library is an official Patent and Trademark Depository Library, the only such designation in South Dakota, as well as a participant in the Federal Depository Library Program. The library's collection includes hundreds of CD-ROMs and a growing collection of videos, DVDs, and audio books.

Devereaux Library is a "library without walls," providing electronic access to many of its resources. The Library has developed its own web home page, providing access to other library catalogs, electronic databases, and all other resources on the Internet. Patrons may use the web page to ask reference questions, order interlibrary loans, make suggestions about the library's resources and services, search the online catalog, and renew books.

Devereaux is a teaching library, offering classes that introduce patrons to the state's on-line catalog (SDLN) and to the Internet. Individual instruction in the use of electronic resources is available weekdays at the Reference Desk. To facilitate teaching an electronic classroom nicknamed I-Hub, has a 50 inch plasma screen, access to the Internet, and a DVD player. I-Hub is located near the Reference Desk.

Devereaux Library's primary mission is to support the university, but the public is also welcome to use its resources and services.

University and Public Relations

The Office of University and Public Relations provides a variety of services to the campus community including public relations, media relations, state and local government relations, photography, and graphic design. Efforts and activities are designed to assist in the recruitment of students, faculty, and staff; support fundraising activities; provide recognition for the faculty, staff, and students for their many achievements; and identify opportunities for the university to work more closely with the community and state.

Communication guidelines are available on line at <http://upr.sdsmt.edu/guides/>.

The Office of University and Public Relations acts as the hub of School of Mines overall marketing and communications efforts.

Through traditional avenues such as media relations and advertising, and through campus events and other opportunities, the Office of University and Public Relations spreads the positive message about the impact of the School of Mines on its students, the community, and the economy.

Services provided include publications, graphic design and layout, media relations, photography, and campus website management.

Publications

The publications manager coordinates the production of all major campus publications including, but not limited to, the catalog, recruitment publications, and the School of Mines and Technology *Hardrock* magazine. Staff members of the Office of University and Public Relations are available to edit and proof publications produced by campus departments and offices. Staff can also assist with the coordination of printing bids.

Graphic Design and Layout

Staff members of the Office of University and Public Relations are experienced in creating materials including advertisements, newsletters, brochures, and flyers, using industry-standard software, multiple scanning platforms, and print output formats.

Public Information and Media Relations

The public information coordinator organizes all media activities for the campus, including press releases, weekly tip sheets, and hometown releases. It is a goal of the university to provide faculty, students, and staff with recognition for their achievements. Hometown releases are sent for student achievements including Dean's List, Honors Convocation Awards, and Commencement. Students, faculty members, and staff are encouraged to notify the public information coordinator regarding newsworthy

achievements and events.

Photography

Photography services are provided to document campus events. Reprints of photos are available through the public information coordinator. Photos can be made available electronically for publications or the web.

Webmaster

The director of communications serves as the campus webmaster and manages the campus website in partnership with Information Technology Services (ITS).

Surbeck Scheduling Services

Surbeck Scheduling serves as a one-stop scheduling center assisting with the reservation and coordination of University resources for the various activities of the University — academic, student, departmental, community and professional.

As the student union for the School of Mines, Surbeck Center's main floor houses a large student lounge, the alumni office, the bookstore, banquet-ballroom, career center, conference rooms, counseling services, the dean of students office, health services, mail boxes for all students living on campus, student accounts and cashiering services office, the main office for residence life, and the Surbeck Center offices. The dining hall, snack bar, recreation area, student activities and leadership center, Ivanhoe International Center, and the office of multi-cultural affairs office can be found in the lower level in addition to more meeting rooms and "hang-out" space for students. Dedicated in 1963, Surbeck Center has been added to or renovated in 1971, 2004, and most recently in 2009.

Summer Conference Services

From mid-May through mid-August, the campus of School of Mines provides conferencing services to a variety of guests. Surbeck Center staff is available to confirm and coordinate reservation information and to assist with special event planning and logistical needs to ensure a

successful experience for summer guests.

Academic Scheduling

The Office of the Registrar and Academic Services determines the initial classroom assignments and provides this information to Surbeck Scheduling. Typically, fall and spring semesters are downloaded to the scheduling system managed by Surbeck staff before March 15 of the preceding academic year. Summer class schedules are downloaded by March 15 of the same year.

Reserving Facilities

All scheduling of campus resources begins with Surbeck Center. Scheduling and event staff for Surbeck Center process and coordinate all requests for use of University facilities, services, and equipment. Once a request is received, documentation requirements are determined; Surbeck Scheduling staff then coordinate with the appropriate authorizing and resource providing departments. Campus resources are reserved via the on-line scheduling system at < <http://sdsmt-usc.sdsmt.edu/spiisuite>>. If you have additional questions, contact Surbeck Center's scheduling and event staff by phone at 605.394.6774, by fax at 605.394.6998, and by e-mail at usc@sdsmt.edu.

Women in Science and Engineering (WISE) program

Women in Science and Engineering (WISE) is a multifaceted program that is dedicated to addressing the university's continuing concern about the under-representation of women in the Science, Technology, Engineering, and Math (STEM) disciplines nationwide. The program is based on the belief that maintaining American global competitiveness in the STEM fields can only be achieved by fully developing the intellectual capital women have to offer. The Women in Science and Engineering staff work with students, faculty, and staff to provide an inviting and supportive environment at the School of Mines for women at all levels of study.

Programs and opportunities under the WISE umbrella include the following: