Elite Learning
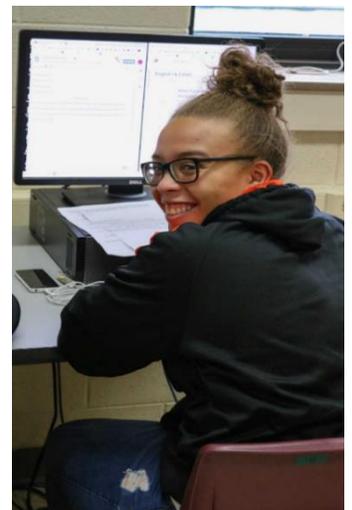
Southwest Virginia Education and Training Network

Providing Educational Opportunities for Students in Southwest Virginia

Elite Learning Guide for Students

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What is Elite Learning?

The Southwest Virginia Education and Training Network (SVETN) is a 501 (c) (3) not-for-profit corporation governed by educators. The SVETN was established in response to a need to increase curriculum offerings in small rural schools throughout southwestern Virginia. Organized originally for the purpose of facilitating instruction by interactive video, within the past decade other distance learning modes have emerged. The SVETN is headquartered in Abingdon at the Southwest Virginia Higher Education Center and staffed by two full-time employees.

In 2004, SVETN launched Elite Learning, a program of asynchronous online courses in its eighteenth year serving the students of southwestern Virginia. Elite is an acronym for Experience Learning Innovation and Teaching Excellence. SVETN serves the educational needs of learners in Bland, Buchanan, Carroll, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe, and the cities of Norton, Bristol, and Galax.

Classes are asynchronous. That is, students may proceed at their own speed, on their own time within a flexible calendar framework. Thus, the scheduling of in-school work time also is conveniently flexible. Any school schedule can be accommodated since Elite Learning classes are offered in both semester and yearlong formats.

Steps to Begin Elite Learning Courses

STEP ONE—Locating the Elite Learning Guide for Students
- Go to www.svetn.org
- Select the *Elite Learning* drop-down button
- Select the *Elite Learning Guide* link
- Select the *Elite Learning Guide for Students* link
- Read the entire guide to learn more about Elite Learning and student expectations.

STEP TWO—Logging Into Your Course
- Go to www.svetn.org
- Select ELITE LEARNING LOGIN located at the top-right. Select your course.
- Log in by using your username, which will be the email address entered into the Elite Learning enrollment system by your school counselor. In most cases, if your school provides email addresses to students, this will be your school issued email address. If you are unsure what email address was used, contact your school counselor before attempting to log into Elite Learning.
- The default password is **Elite2022$** for all new students.
- <u>If your username/password does not work, you should first confirm with your counselor that the correct email address was entered into the enrollment system when creating your profile</u>. The most common login problem is that the school has entered an incorrect email address for the student.
- <u>If your email address is incorrect, it may take up to 24 hours before you can login to Canvas once your school counselor or Elite Learning has made a correction in the system.</u>
- If unable to log in by using the previous steps, students should submit a trouble ticket at https://support.svetn.org.

STEP THREE—Student Orientation
- After entering Canvas, you will see the Student Orientation material at the top of the course. Complete all activities.
- On August 15 (fall) or January 9 (spring), you will begin to see the course you are enrolled in.

2022-2023 Elite Learning Calendar

Fall Semester (80 Days)	
August 11	Elite Learning Courses opens for all students; courses should be ready
August 15	First official day of class
September 5	SVETN offices closed for Labor Day; No Elite Learning Courses
September 6	Begin to enforce deadlines and late work policy
September 12	End of first quarter (20 days)
October 10-11	Midterm exams; NOTE: Yearlong courses are exempt (40 days)
November 8	End of third quarter (60 days)
November 23-25	SVETN offices closed for Thanksgiving; No Elite Learning Courses
December 7	Last day for assignments to be due
December 8-9	*Final exams; midterm exam for yearlong courses; late assignments only*
December 9	End of fall semester for ALL courses

Spring Semester (80 days)	
January 9	Elite Learning courses opens for all students; courses should be ready
January 12	First official day of classes for spring semester courses
January 26	Begin to enforce deadlines and late work policy
February 9	End of first quarter (20 days)
March 8-9	Midterm Exam (40 days) NOTE: Yearlong courses are exempt
April 6	End of third quarter (60 days)
April 13-18	Spring break for ALL Elite Learning courses; no assignments due
May 8	Last day for assignments to be due
May 9-10	Final exams for all courses; only late assignments may be submitted
May 10	End of spring semester for ALL courses

Online Etiquette Expectations for Students

These standards of conduct apply to both formal and informal communication within all online courses.

Personal Conduct

This standard applies to both formal and informal discussions within your course.

Show respect for others.

- Always ask yourself 'would I say this to a person's face?'
- Avoid offensive language.
- Be tolerant of diverse opinions and perspectives.

Communication Procedures

These standards apply primarily to formal communications including discussion forums, course mail, drop boxes and other instructor-assigned topics.

1. Responses must be more than a simple agreement or disagreement.

2. Do not be afraid to disagree with others in the group.
   - If you agree or disagree, choose a position and defend it while respecting the opinions of others.
   - Make sure discussions are intellectual not emotional.
   - Point out mistakes politely.

3. Course communication must follow directions for the specific assignment.
   - Submit using the appropriate tool—drop box, discussion forum, course mail, etc.
   - Respond in a timely manner and stay focused on discussion topic.
   - Follow the format specified by the instructor.

4. Proofread submissions carefully.
   - Observe rules of grammar, punctuation, and spelling including avoiding use of slang, Internet abbreviations or lingo.
   - Make sure what you write makes sense.

5. Plagiarism will result in a zero. Students should contact their instructor if they do not completely understand plagiarism.

Code of Student Conduct

Emphasis is placed on standards of student conduct rather than on limits or restrictions. Guidelines and regulations governing student conduct are developed by representatives of the faculty, staff, and administration.

Forms of Student Misconduct Subject to Disciplinary Action

1. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to instructors or administrators, and the forgery, alteration, or use of course documents or instruments of identification with the intent to defraud.

2. All forms of plagiarism including the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of those passages as one's own in written work offered for credit. Elite Learning assumes that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory inserts.

3. All collaboration with another person in the preparation or editing of notes, themes, reports, or other written work offered for credit is prohibited unless such collaboration has been specifically approved in advance by the instructor. Examples of collaboration include extensive use of another's ideas for preparing a creative assignment and receiving undue assistance in the preparation or editing of written materials.

4. Giving or receiving, offering or soliciting information on any quiz, test, or examination is prohibited; this includes the following:

   (a) Copying from another student's paper.

   (b) Use of prepared materials during the examination.

   (c) Collaboration with another student during the examination.

   (d) Buying, selling, stealing, soliciting, or transmitting the contents of an examination.

   (e) Substituting for another person during an examination or allowing such a substitution for one's self.

   (f) Bribery of any person to obtain examination information.

Misconduct Guidelines – Online Learning Specifics

1. Students who gain access to user accounts other than their own by using various technologies or through other dishonest means may be suspended from the program. See suspension outcomes under the Sanctions section of this document.

2. Students who intentionally or unintentionally view other's personal information, grades or other "locked" areas of user accounts may be suspended from the program. See suspension outcomes under the Sanctions section of this document.

3. Students are expected to perform all work themselves. If it is discovered and proven that any student is allowing others to access their user account and complete assignments, tests, etc., he or she may be suspended at the discretion of the administrators.

4. Administrators retain the right to use any and all tracking technologies available to them within student civil rights. This will ensure that students are presenting assignments in an honest manner.

Sanctions

The following sanctions may be imposed:

Admonition: An oral or written statement to a student that he/she is violating or have violated program rules and may be subject to more severe disciplinary action.

Suspension: Exclusion from participating in the program as a student for a definite period of time. Suspension will result in a zero grade.

Additional sanctions may be imposed if the Honor Code violation is severe.

Inclement Weather or School Closure Policy

Asynchronous online courses have many advantages over the traditional classroom. Among those advantages are the availability of the instructor, the opportunity to "attend" class from many locations, the flexibility of schedule, and no make-up days due to snow. To provide the required amount of "seat-time" for students, Elite Learning instructors will continue to present class material and require assignment submissions. When some schools are temporarily closed, it is necessary to require a continuation of assigned work even if students are absent from school due to weather or school closures.   It is the responsibility of the student to access the class via Internet during this type of absence. **Students without Internet access beyond school hours will need to discuss this with their instructor at the beginning of the semester.**

Late Work Policy for Students

It is your responsibility to be logged every school day. Students are expected to work on course assignments for a minimum of 60 minutes per school day. If you are absent or unable to log on, please send a message explaining your absence as soon as possible. If you do not log on for more than three school days in a row, your guidance counselor will be contacted.

You are expected to plan ahead for due dates and give yourself plenty of time to complete all work. DO NOT wait until the last minute. For example, if a writing assignment is open for an entire week, but you wait until ten minutes before the assignment closes and experience a technical problem, you will not be given an extension because ample time was provided for you to submit your work. Plan accordingly if you will be out of school on trips. All work must be completed before leaving for a school trip to prevent them from being late. Due dates are located on the calendar and throughout the course.

If you do not turn in an assignment on the deadline, you will be allowed to submit it with point deductions for one week (exceptions may apply). For example: If assignment is due on August 10, you will have until August 17 to submit it for partial credit. There will be an automatic 25-point deduction for all late submissions.

- Sue doesn't turn in her work by the August 10 deadline. On August 11, the instructor posted the following into Sue grade book:
  - Example comment in gradebook: *(8-11) This assignment was due on August 10 but not submitted. You may submit the work until August 17 with a 25-point deduction. If there are extenuating circumstances that have prevented you from submitted this assignment, please contact me as soon as possible. The zero will be removed after the assignment if submitted.*
- Sue turns in her work three days late. After grading the assignment, her instructor believes it is quality work. He assigns her a 90 BUT he then deducts 25 points because the assignment was late. Sue will see a 65 in the grade book. Students will be made aware of the last day to submit the assignment within the grade book.
- If Sue doesn't turn in her assignment by the final deadline, she will see an additional statement in her grade book. *(8-18) This assignment is now closed. It was not submitted by the final deadline. You may longer submit this assignment for a grade.*

Exceptions to the late work policy will only be allowed IF a documented excuse is provided by your school's guidance counselor or administrative staff (illness, family emergency, etc.). Email the teacher if problems occur so they can be handled on a one-on-one basis. Please be aware that SVETN's schedule requires that we adhere to deadlines, even when schools are closed. If you have internet access at home, continue to log in and participate in class even if your school is closed. If you do not have home internet access, it is your responsibility to inform the instructor at the beginning of the semester.

2022-2023 Elite Learning Course Offerings

Cybersecurity Fundamentals (6302)   Fall, Spring, Yearlong

Cybersecurity affects every individual, organization, and nation. This course focuses on the evolving and pervasive technological environment with an emphasis on securing personal, organizational, and national information. Students will be introduced to the principles of cybersecurity, explore emerging technologies, examine threats and protective measures, and investigate the diverse high-skill, high-wage, and high-demand career opportunities in the field of cybersecurity. Students will have the opportunity to prepare for success on related industry certifications aligned to the course content.

Computer Science Foundations (10020)   Fall, Spring, Yearlong

The course will have an emphasis on computer programming within the context of broader concepts of computer science. Programmable computing tools will be used to facilitate design, analysis, and implementation of computer programs. The course will focus on exploring and creating computer programs, facilitating reasoning and problem solving, and verifying solutions to computer related problems.

SAT/ACT Prep (22001)   Fall, Spring, Yearlong

The SAT Prep course concentrates on SAT reading, vocabulary and writing skills along with math practice. The course includes practice in taking the SAT test, as well as strategies for the question types (sentence completion, vocabulary, critical reading, and writing – finding errors / revision).

Public Speaking (01151)   Fall, Spring, Yearlong

This is a performance course which allows students to become proficient in selected categories and to gain knowledge of advanced oral communication techniques. This course is tutorial in nature with the teacher acting as a facilitator as students refine oral interpretation and persuasive speaking skills, deliver impromptu and special occasion speeches, and explore mass media.

Creative Writing (01104)   Fall, Spring, Yearlong

Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays.

Business Law (6131)   Fall, Spring, Yearlong

Students examine the foundations of the American legal system and learn the rights and responsibilities of citizens and businesses. Students gain knowledge and skills by exploring economic and social concepts related to laws governing business and individuals. Focus areas include contracts, consumer protection, criminal law, tort law, international law, family/domestic law, employment law, cyber law, and careers in the legal profession. Students may combine classroom instruction and work-based learning opportunities in an approved position with continuing supervision.

Principles of Business & Marketing (6115)   Fall, Spring, Yearlong

Students discover the roles of business and marketing in the free enterprise system and the global economy. Students examine basic financial concepts of banking, insurance, credit, taxation, and investments to provide a strong background for making sound decisions as consumers, wage earners, and citizens. The real-world effects of technology, effective communication, and interpersonal skills is evident throughout the course. This course also supports career development skills and explores career options.

Economics & Personal Finance (6120)   Fall, Spring, Yearlong

Students learn how economies and markets operate and how the United States economy is interconnected with the global economy. Additionally, they learn how to navigate the financial decisions they must face and to make informed decisions relating to career exploration, budgeting, banking, credit, insurance, spending, financing postsecondary education, taxes, saving and investing, buying/leasing a vehicle, and living independently. They also learn the importance of investing in themselves in order to gain the knowledge and skills valued in the marketplace. Development of financial literacy skills and an understanding of economic principles will provide the basis for responsible citizenship, more effective participation in the workforce, and career success.

Pre-Calculus (02104)   Fall, Spring, Yearlong

Pre-Calculus is the preparation for Calculus. The course approaches topics from a function point of view, where appropriate, and is designed to strengthen and enhance conceptual understanding and mathematical reasoning used when modeling and solving mathematical and real-world problems. Students systematically work with a list of parent functions and their multiple transformations. The study of Pre-Calculus deepens a student's mathematical understanding and fluency with algebra and trigonometry and extends their ability to make connections and apply concepts and procedures at higher levels.

Calculus (02121)   Fall, Spring, Yearlong

Calculus introduces limits, continuity, while extending the content learned in Pre-Calculus. The course also introduces differentiation and integration of algebraic, exponential, logarithmic, trigonometric functions with an emphasis on application in the real-world.

Additional Requested Courses with Limited Availability:

- **Algebra II   Fall 2022**
- **AFDA (Algebra Functions Data Analysis)   Fall 2022, Spring 2023**
- **Probability & Statistics   Spring 2023**
- **Geometry**

Elite Learning Instructor Information 2022-2023

Course Name	Instructor	Email
Public Speaking	David Burns	davidburns@scsb.org
SAT ACT Prep (English)	Lorna King	lorking@wythek12.org
SAT ACT Prep (English)	Joey Shipley	jshipleysco@hotmail.com
SAT ACT Prep (Math)	Jonathan Powers	jonathan.powers@wythek12.org
Creative Writing	David Burns	davidburns@scsb.org
Business Law	Dawn Stafford	dstafford@swcenter.edu
Economics & Personal Finance	Dawn Stafford	dstafford@swcenter.edu
Principles of Business & Marketing	Dawn Stafford	dstafford@swcenter.edu
Cybersecurity Fundamentals	Sonia Vanhook	svanhook@swcenter.edu
Computer Science Foundations	Karen Diamond	karen.diamond@wythek12.org
Pre-Calculus	Jonathan Powers	jonathan.powers@wythek12.org
Calculus	Jonathan Powers	jonathan.powers@wythek12.org
Algebra II	Jonathan Powers	jonathan.powers@wythek12.org
Algebra Functions Data Analysis	Jonathan Powers	jonathan.powers@wythek12.org
Probability & Statistics	Jonathan Powers	jonathan.powers@wythek12.org
Geometry	Jonathan Powers	jonathan.powers@wythek12.org

How to Submit an Elite Learning Trouble Ticket

ALL teachers, guidance counselors, and students will use the same procedure for submitting trouble tickets.

- Go to www.svetn.org
- Select the Contact drop-down arrow
- You will see a notification box titled HAVING TROUBLE. Select Click Here to submit a trouble ticket report
- Complete all the required boxes then select Submit.

Having Trouble?

How to Receive Technical Support

ALL teachers, guidance counselors, and students will use the same procedure for submitting trouble tickets.

Click Here to submit a trouble ticket report.