Dear IVS Student,

Whether this is your first class offered via interactive television or you’ve had many classes in the past, I would like for you to read this message carefully.

Interactive television technology enables WKU-Owensboro to offer a greater number and wider selection of classes to our students. This comes with a certain set of responsibilities and rules that may not apply to a traditional classroom setting. In order for us to continue offering classes in this format, we ask that you understand and follow the following guidelines.

- Your facilitator is present to monitor the equipment and serve as a communication link between the instructor and the students at remote sites and will become involved if disruptive behavior at WKU-O occurs.
- Students are here to actively participate in the classroom instruction whether it is respectfully listening to the instructor or other students in the class at both local and distant sites.
- Students must refrain from disrupting the class by leaving the classroom without significant reason, carrying on side conversations, taking issue with the facilitator’s directions and doing unrelated work during class time, which are all disruptive to other students.
- Due to the expense of the equipment, we cannot permit eating or drinking in our interactive television classrooms at any time. Most classes will offer breaks for students to have refreshments. Snacks are to be kept in the designated areas and must be thrown away before entering the interactive television classroom.
- In order to avoid interfering with the classroom’s equipment, all cell phones must be turned completely off. No exceptions will be made. Your facilitator can furnish you with the classroom phone number for emergency calls.
- If you should need assistance during your class, please inform the instructor directly or through your facilitator.

If you have any questions or concerns about any of the above policies or procedures, please do not hesitate to contact me as I will be more than happy to discuss them with you. My office number is 852-5986 and my email address is lee.underwood@wku.edu.

Sincerely,
Lee Underwood
Lead Interactive Television Facilitator
WKU - Owensboro