

Make advance arrangements.

- Visit the IVN classroom before your first session; observe a seasoned IVN instructor if possible. Meet with the site coordinator prior to your class so he/she can explain the system to you.
- Prepare a comprehensive syllabus and have it available at all sites the first session. A sample syllabus can be found in the additional resources section.
- Arrange for peripheral enhancements (audio visuals) at least one week prior to your presentation. Pre-test all visuals, DVD's, audio tapes, etc.
- Make arrangements for proctoring of examinations with the Site Coordinator one week prior to the test.
- Be familiar with off campus student services.
- Arrange with IVN Site Coordinator to reserve materials, textbook(s), reading packets, any appropriate reference materials before the semester begins.
- Focus on having materials to the distance sites one week prior to the session. Try to be clear in your instructions for the Classroom Technician.
- Consider instructing from the remote site(s). If you plan to teach from another site, **inform the Site Coordinator**, not the Classroom Technician so they can alert the other site. You should also check with the Site Coordinator if the classroom equipment will be similar at the remote site.