

## Course Material

Determine course requirements such as textbooks, library resources, computer access, Internet access and outside presenters.

- **Textbooks** -- follow your campus' usual procedure to order textbooks or contact your campus IVN Site Coordinator for direction. Ask your campus IVN Site Coordinator to familiarize you with the off campus registration process.
- **Reserve readings** -- if reserve readings are required, make arrangements with your campus IVN Site Coordinator to reserve these materials at the remote site libraries.
- **Handouts** -- photocopies of handouts for all sites should be forwarded to the distance sites one week prior to the class or provide the originals to your campus IVN Site Coordinator to complete the process.  
Posting of handouts on course management software is highly recommended to allow students immediate access.
- **Faxing** -- Though not encouraged, faxing of materials should only be used in last minute situations. IVN will no longer be providing fax machines in the IVN dedicated classrooms. Some campuses which still have fax machines now instituted policies to charge for faxing.
- **Computer Access** -- If you require students to bring laptops to class, state so in your syllabus. First, you should have your campus IVN Site Coordinator check to see if Internet access or wireless is available in the classroom.
- **Outside Presenters** – It is your responsibility as the instructor to make arrangements for the outside presenter and provide them details about the class date, time, location, etc. If you wish to connect to a guest speaker that is outside of any of your IVN class locations, contact your campus IVN Campus Coordinator about the possibility of video conference connections. Testing may need to be completed and such arrangements should be made at least 4-6 weeks in advance and at the minimum, 2 weeks.