WKU-Owensboro IVS Policies

Welcome to WKU-Owensboro! IVS facilitators are considered to be one of many important resources for our students and our instructors. ITV classes provide a window to other WKU campuses (Bowling Green, Elizabethtown, Radcliff, Ft. Knox, and Glasgow) about our students and our class environment.

IVS facilitators need to enforce all IVS policies because you are the communication link between the instructor and the Owensboro students. IVS policies are posted in each of the ITV rooms. It is absolutely vital that you maintain a proper environment for learning in our ITV classrooms. If students choose to disrespect the classroom rules, contact the instructor immediately or after class (depending on the situation) as well as informing the Lead Interactive Television Facilitator. IVS facilitators can email immediately from the computer and then contact the instructor after the class.

IVS facilitators have certain procedures that must be followed when technical difficulties arise. The facilitator must remain calm and reassure the students that attempts are being made to solve the problem as quickly as possible. It is the facilitator’s job to make the initial effort to solve the problem. If the technical difficulty is not immediately fixed, then you should immediately contact the IVS Help Desk (745-3809) and the instructor of the class. As a follow-up, please email the Lead Interactive Television Facilitator (Lee Underwood lee.underwood@wku.edu) with a detailed explanation of the problem.

IVS facilitators are the local eyes and ears for the instructor during exams or quizzes. IVS facilitators must follow the instructor’s policies during an exam or quiz. WKU-Owensboro requires that IVS facilitators monitor the students at all times during the exams or quizzes which means walking around the classroom and no computer use unless permitted by the instructor. If there is any suspicious behavior, immediately report it to the instructor in a discreet manner.

Weekday Class Policies: (Monday thru Friday):

IVS facilitators have many job duties. The job requires them to be prompt, reliable and respectful to the instructor and students at all times. Facilitators are required to be in the building 30 minutes prior to class and allowed to claim the 30 minutes. This time will be used to check mail boxes, turn on the equipment, make copies as needed, establish contact with the instructor, and prepare anything necessary for the class.

IVS Facilitators should claim 15 minutes after each class. IVS facilitators are required to clean the room; pick up leftover materials, discard any trash and straighten the chairs, turn off all appropriate equipment, and put any materials in the appropriate envelope for the courier or postal service. If you are the last class of the day, you are required to clean the desks and lectern and close the door when leaving.
Class Cancellations

IVS facilitators will not be paid if advance notice of class cancellations has been given. Facilitators have the option of performing some other assorted job duties if any are available.

IVS facilitators that come to work and were not informed that class has been cancelled will be paid for one hour of work. Facilitators have the option of performing some other job duties if any are available to make up the loss time.

Facilitators will not be paid due to inclement weather cancellations. Facilitators will have the option to perform other job duties to make up lost time if any other job duties are available.

Facilitators will get paid the entire time of class even if it dismisses early. Facilitators need to check with their supervisor during the day if class ends early in case you are needed elsewhere. Facilitators need to check with evening coordinator to see if other job duties are available before leaving.

Facilitators are required to round their time to the nearest quarter increment. The increments are 1-15 minutes = .25, 16-30 minutes = .50, 31-45 minutes = .75, 46–60 minutes = 1 hour.

Weekend Classes (Friday evening/Saturday)

IVS facilitators cannot claim the hours if they know in advance that a class is not meeting on Friday evening or Saturday. Facilitators can contact their supervisors and see if other job duties are available to make up lost time.

IVS facilitators can claim one hour on Friday and two hours on Saturday if not notified of class cancellation in advance.

IVS facilitators can claim hours up to midday if class is dismissed at midday or earlier.

IVS facilitators can claim the entire day if class is dismissed after midday to scheduled end time.

Instructor Email

Facilitators are required to email their instructors at least twice in the first month of each semester. The email should introduce yourself, your contact information, ask about any needs that they have, and classroom policies. After the first month of the semester; facilitators are required to email their instructors at least once a month. Some instructors may respond and some may not but at least we know that we have done our part. Facilitators are required to carbon copy their supervisors on every email.
**Time off Work**

IVS facilitators are required to contact their supervisor at least 4 hours in advance if you cannot come to work except when an emergency arises.

IVS facilitators have the option of switching nights with another facilitator if a facilitator agrees but they must let their supervisor know immediately.

**IVS Meetings**

IVS facilitators are required to attend all IVS meetings unless you are facilitating. IVS facilitators will be paid for these meetings.

**Time Sheets**

IVS facilitators are required to fill out their time sheets at the end of each day that they work. IVS facilitators need to make a copy of their time sheets at the end of every pay period and submit to Lee Underwood (IVS Lead Facilitator) for approval.

IVS facilitators should not exceed 32 hours of per week. Please contact Lee Underwood (IVS Lead Facilitator) immediately if you anticipate that you will exceed the 32 hour limit.

Always remember that you represent the WKU-Owensboro campus. It is vital to maintain control and a project positive attitude in all situations. We appreciate all you do at WKU-Owensboro.