

Sample Introductory Letter for an ITV Distance Learning Course

Welcome to Course Name, Number, and Section, a distance learning course offered by School Name.



This class will be delivered via interactive videoconferencing (ITV), which means that you will attend this class from your local classroom and be able to see, hear, and interact directly with the instructor and the students at the other sites.

Let me begin by introducing myself. My name is _____. (Include a brief biographical sketch - degrees held, research interests, hobbies, etc.)

Before you begin this course, let me clear up a few common misconceptions about distance learning via ITV. This course is identical in content to the on-campus version of Course Name, not a watered down or easier version. More importantly, an ITV course is not like watching a television show or a videotaped lecture. Unlike passive television viewing, an ITV class is an interactive course in which you are expected to participate. Your active involvement in the class is essential to your learning.

Our first class meeting will be devoted to orienting everyone to the ITV classroom, so don't be nervous if this is your first ITV class. Talking to a TV monitor takes some getting used to, but this orientation session will help you feel more comfortable and connected to the class. There will always be a room facilitator on hand to establish the video connection before class begins.

In preparation for the first class meeting, you will need to visit our course home page at <http://www.coursehomepageURL> and click on the syllabus link. The syllabus outlines all the important policies, procedures, and expectations associated with this class, so make sure you read it carefully. We will go over the syllabus during the first class meeting and answer any questions you may have. If you have trouble accessing the course syllabus, please call _____ or email _____ for technical assistance.

You will also find a link on the syllabus to the brochure, [A Student's Guide to Distance Education*](#), which will provide you with information about the kinds of technology you're likely to encounter in this class, as well as some tips on how to make the most of this experience. Reading this brochure will prepare you for the orientation session.

If you have any questions about the class, please send me an email at _____ or call me at _____. You can also stop by my office at (physical address) during my office hours (office hours dates and times). I look forward to seeing you on (date and time of first class meeting).

Instructor Name

Phone

Fax

Email

Physical address

* <http://www.netnet.org/instructors/resources/PDFpage.htm#p>