

MEDIA REQUESTS TO ENTER CLASSROOMS

Although rare, we have occasionally had situations in which the television news or print reporters and/or photographers wish to enter classrooms to tape instruction and/or interview students. Under no circumstances may they be allowed to do so without the permission of the instructor of record, your dean, and the Vice President of Instruction.

You may well feel that such an experience would be disruptive to the teaching and learning process. If you find yourself in the situation of having representatives of the press just show up, without consulting you or our Director of Marketing and Communications in advance, you should not allow them into the classroom. The Director of Marketing and Communications, or an assistant, will escort the media to the classroom when prior arrangements have been made.

If prior arrangements have not been made, you should immediately contact your dean or director who will assist you in dealing with the situation, as will the Director of Marketing and Communications. If we ultimately give permission to representatives of news agencies (print and electronic) we must have the permission of each of students to be interviewed or photographed.

The Director of Marketing and Communications is able to assist with this process.

If any students do not wish to be interviewed or photographed,, it is up to you to see that they are not. Please seek assistance from the Director of Marketing and Communications (ext. 3145) for assistance.