

Professional Expectations for the Virtual Classroom

The following guidelines support students' successful virtual learning experience when joining class from home, work, or other non-campus location.

> Be Prepared

- Ensure you have the minimum technical requirements for successful engagement in this course including testing your internet, camera and microphone before class.
- Have a back-up plan in case you are unable to access class in your regular place of study.
- Review course expectations and complete required tasks in a timely manner.
- Find a location away from interruptions that allows you to focus on involvement in your course.
- Join class a few minutes early to ensure a proper connection.
- Review information regarding the use of the HELP desk and familiarize yourself with the 24/7 support offered. Consider the HELP desk as your first point of contact for technical issues.
- Know your resources and contact your instructor for additional support.

> Be Present and Engaged

- For successful engagement in a virtual, live course, approach the class as if you were walking into a classroom.
- Turn on your video. Your best engagement comes from interacting with those in your class.
- Follow virtual etiquette by muting your microphone when not speaking to reduce background noise, and refrain from eating or drinking on camera.
- Use reaction icons and classroom interaction tools (such as hand raising) to show your understanding of the material.
- Do not post any recording or screen shots of the class meeting for any purpose other than viewing by the students in that class.
- Stay on topic. Class discussions should be linked to the course activity and/or concept being covered in the class.
- Do not share the class link with anyone outside of your class.
- Follow any additional guidelines provided by your instructor.

> Be Professional

- Take charge of your own learning. Your contribution is important to your professional growth and to the experience of other participants.
- Respect the safety, well-being, personal worth, dignity and diverse perspectives of all college students, faculty, employees and affiliated members. This is especially important when opinions conflict with your own.
- Practice personal and academic integrity and expect it from others.