

---

This document outlines my policy for those situations when it may be necessary or appropriate for some or all of us to attend class meetings remotely.

1. It is imperative that all of us be very prompt regarding the start and finish of these remote meetings and that we be prepared to participate fully in them.
2. Furthermore, I ask for your full cooperation and that you adhere to the following initial points of etiquette; which may well need to be amended and augmented as we proceed.
  - Place yourself and your computer in some quiet and distraction free environment, so that the video and audio from the meeting are not readily seen nor heard by others in your environment and so the video and audio coming from you is free of background images and noise. You are strongly encouraged to use earbuds or headset as needed to accomplish this. Realize that some of your classmates will likewise be attending remotely, and that the rest of us attending in-person will be viewing and listening to you in the classroom.
  - Promptly join the meeting by the scheduled Start Time.
  - To avoid any confusion, the name you use and are identified by must be your name as it appears on your University registration.
  - Have your video turned on for the entire duration of the meeting and position yourself so that your full face is prominently placed in the area captured by your camera. If you are in an environment where it is safe and appropriate to do so, please do not wear a mask.
  - Initially have your audio muted, and generally keep it muted.
  - Generally, I will be the only attendee with audio unmuted. However, every member of the class is free and welcome to speak as warranted. When you wish to speak, unmute your audio and politely join the discussion appropriately. I will do my best to recognize you at this point. Although there are "chat" and "raise hand" features, these may not be fully monitored and thus not fully effective for the situation we will be in. Be sure to remute your audio when finished speaking.
  - I expect you to maintain your full attention on the meeting, and not distract yourself with anything, especially non-pertinent applications. Thus, it should go without saying that being on any social media, including email, would be most inappropriate.
  - Of course, during meetings you may find it necessary to be away for some brief period, and there are features to handle this. As I expect this to be a most infrequent event, this feature should only be used when absolutely necessary. I would consider it impolite to leave a meeting without first being excused.
  - Technical issues may arise that cause problems. Since most problems you may have are out of my control,