



SEU Syllabus Addendum: Zoom Policies for Class Meeting

Saint Elizabeth University, a Catholic institution of higher education, is preparing students for the world of work post-graduation. Therefore, we expect students to conduct themselves in a professional and respectful manner at all times, including during in-person or remote instruction. Remember, you will need letters of recommendation from professors when applying for a job or graduate school, so impressions, participation and performance matter! Students are expected to arrive/sign in for the class on-time, be appropriately dressed and prepared for the class and fully engage in all class activities.

The Student Code of Conduct sets forth standards of behavior for the academic community. Violations of these standards in the classroom or in Zoom class meetings may result in a referral for disciplinary action, the consequences of which could result in additional assignments, reduction in the grade for an assignment/class, or removal from the course or semester all together.

The following are class policies specific to remote participation in class. Please read carefully as these policies are effective immediately. All students are expected to adhere to the policies.

NOTE: Class meetings on Zoom (including video, audio, and chat text) will be recorded.

Prohibited behavior includes, but is not limited to:

- Arriving late, disappearing, or signing out of the class prior to the end of class;
- Disrespectful, disruptive or hateful speech;
- Engaging in behavior that is disruptive or distracting for you, your classmates or instructor. Examples of distracting behavior include, but are not limited to:
 - o Driving/commuting
 - o Cooking
 - o Shopping
 - o Gaming
 - o Lounging in bed
 - o Socializing or speaking with others who are not class participants; and
- Dressing in a non-professional manner that may distract others. Examples include, but are not limited to:
 - o Wearing lingerie or pajamas
 - o Not wearing a shirt/tee-shirt/sweatshirt/blouse and pants/shorts/skirt/dress.

Invitations to ZOOM Meetings

- Please check your class Moodle site for the Zoom invitation to class. The invitation will also be sent via Moodle Announcements to each invited participant.

Attendance

- This course will include a combination of both remote and face-to-face students, attendance will be taken orally. Each name will be called and students are expected to respond and to show their face (if participating online). Attendance will be taken at the start of the class and verified at the conclusion of the class session to ensure each student participated in the entire class. If you experience trouble logging into the Zoom class it is your responsibility to stay after class and inform the professor you were late and the circumstances that caused the delay.

Exception

If you do not have access to a computer or smartphone with Internet access, call into class using a landline phone. This is not optimal for learning; please try to locate an internet-enabled device to use for class. **If you need technical help contact the IT Help Desk @ (973) 290-4015. Their office hours are M-F: 8:30am-5pm.**

- **Stay focused and be aware of how your behavior impacts your fellow students' ability to learn.** Please stay engaged in class activities. Close any apps on your device that are not relevant to the course and turn off notifications. You cannot attend the Zoom class meeting while in a vehicle (car, bus, train). Ask for any clarifications or questions in the chat. At all times try to reduce distractions that will disturb the class meeting. Be socially responsible. Your behavior either improves or decreases the chances for your classmates' success.

Video

- **Turn on your video at all times when possible.** It is helpful to be able to see each other, just as in an in-person class. You must request approval to not use video from the professor *prior to the start of class*.
- Look at the camera in order to make eye contact when you are talking and stay engaged in the meeting.
- Adjust the camera angle or seating position to ensure your face is viewable by others, including the professor.
- Be presentable in appropriate classroom attire.
- Pay attention to your video background and reduce any distractions present (e.g. crazy bird, television, other people etc.) to improve the learning environment for all.

Exceptions

- If you have limited Internet bandwidth or no webcam, it is ok to not use video. You must notify your professor before the class meeting.
- If you're unable to find an environment without a lot of visual distractions, it is also ok to turn off your video. You must notify your professor before the class meeting. **If you need technical help contact the IT Help Desk @ (973) 290-4015. Their office hours are M-F: 8:30am-5pm.**
- **Keep it clean.** Do not share anything you would not place up on the projector in class! All students must come to class fully clothed. Lying in bed under the covers is not considered appropriate and is not conducive to learning or creating a positive classroom environment.

Audio

- **Mute your microphone when you are not talking.** This helps eliminate background noise.
- **Speak clearly and in a normal voice.** There is no need to shout.
- **Use a headset when possible.** If you own headphones with a microphone, please use them. This improves audio quality.
- **Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any music, videos, etc. in the background.

Chat

- **No disrespectful or hate speech.** Just like in all in-person classes, respectful behavior is expected. Consider Zoom a professional environment, and act like you're at a job interview, even when you're typing in the chat. Mute your microphone when typing in the chat.
- **Stay on topic.** Use the chat window for questions and comments that are relevant to class. The chat window is not a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, your professor will be unable to sort through the information quickly to address students' real questions/concerns about the course.

If you have questions about the above policies, feel free to share your concerns with your professor. Your continued enrollment in the class will be used as a sign that you will abide by the Zoom Policies as stated above. *Please note that this syllabus addendum is subject to change at the discretion of the professor.*