

Syllabus Addendum for Remote Instruction:

Note: highlighted information represents information open to instructor modification.

I. Requiring Microphones or Cameras for Testing and Skills Assessment

[Note for instructors: it is recommended that disciplines coordinate their tests and skill assessments that require cameras so that there is consistency across instructors in the discipline. Also, it is recommended that instructors who have special technology requirements for students provide these requirements to students before the class starts. For instance, instructors could post those requirements to Blackboard as soon as the website becomes available to students and send an announcement to students before the class starts].

This course does/does not require microphones and/or cameras for testing or skills assessment purposes. You will need the following equipment and technology specifications for this class: [enter the required equipment and specifications here].

Exceptions to this requirement might be made based on documented and legitimate personal situations (medical, family emergencies, and so on), legal exceptions (based on Title IX or American Disabilities Act), or evidence of technological disruption.

II. Using Microphones or Cameras for Class Participation

The policies around using microphones or cameras for student participation are as follows:

1. Use microphones when possible to offer questions or comments. Please turn off or mute your microphones when you are not speaking to the class.
2. Turn on your video when possible. Just as in an in-person setting, it is helpful to be able to see each other.
3. Because instructors understand there are a range of technological and personal difficulties around cameras and microphones, there will be no contracts, grade penalties, or grade incentives involved with assessing participation through microphone or camera use.
4. Please note, the skills assessment and attendance sections offer separate policies around microphones and cameras. Additionally, at the instructor's discretion, students may be required to use alternative methods to establish presence or participation through graded class activities that do not require cameras or microphones, such as a chat response, a survey, a discussion post, an online game, an online application, or other activities, as documented in the course syllabus.

5. To protect your private spaces, please use a neutral background (such as a wall) or use an appropriate virtual background (see Online Etiquette Guidelines: this refers to Section VII below, which instructors are free to develop based on their course needs).
6. When using chat in online meetings, make sure those communications are focused on the class.
7. It is okay to keep microphones and cameras off in the following situations:
 - a. When you lack the bandwidth or technology requirements to support the microphone or camera.
 - b. If you require accommodations based on disability documentation or Title IX.
 - c. If you are unable to maintain privacy in your situation.
 - d. If you have a documented personal situation that prevents microphone/camera use.
8. If you have any particular technological issues involving microphones or cameras on a given class day, please communicate your situation, and we can discuss your options.

III. Recording Class Sessions

When the class is being recorded, the instructor will inform the class that they are being recorded when the recording begins. If students continue participating in the class meeting, their consent to be recorded is implied.

IV. Privacy during Virtual Meetings

Based on Family Educational Rights and Privacy Act guidelines, nonstudents are discouraged from listening in during virtual class sessions because those sessions may contain personally identifiable information that is private and should not be disclosed publicly. Students are encouraged to use headphones to help protect privacy in the virtual classroom.

V. Attendance

The following conditions could result in an absence during a given virtual class session:

- Failing to validate presence by responding through video, microphone, or chat while the instructor is taking roll.
- Failing to respond by video, microphone, or chat when prompted by an instructor during the class session. Prompting can include being asked to comment, respond, answer a question, participate in a survey, enter a breakout room, or engage in any other classroom activity.

- When there is evidence that the student is engaging in other non-classroom related activities that demand high levels of energy and attention simultaneously with the class session. Such activities might include driving, working a job, shopping, and so forth.

If you need to step away from the online meeting, please inform the instructor through chat. If a technological issue prevents you from being able to respond during class, please inform your teacher through another communication platform, such as email, as soon as possible.

VI. Participation

Instructors are encouraged to develop appropriate participation policies around online instruction and virtual meetings, as long as they do not contradict the camera and microphone use policies explained above. Please remember that there are many ways for students to participate and establish presence in the remote classroom without cameras and microphones, including a chat response, a survey, a discussion post, an online game, an online application, or other activities, at the instructor's discretion as documented in the course syllabus.

VII. Online Etiquette Policies

Instructors are encouraged to develop appropriate etiquette policies around online interactions that work for their discipline and mode of instruction. Just as in any social situations, most etiquette situations simply require a reminder to the student. If the student is engaging in disruptive behavior that violates the Student Code of Conduct, the instructor should follow the policies and procedures that already exist to pursue disciplinary action.

Here is a sample zoom etiquette policy from Depaul University
<https://education.depaul.edu/covid-19-resources/Pages/zoom-etiquette-for-students.aspx>