Table. Faculty Suggestions and Student Expectations

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| Faculty Suggestions |
| Provide in writing and reinforce clear student expectations  |
| Notify students if you are recording the class to be posted for future viewing |
| Class should begin and end on time (or earlier) as per your syllabus |
| Schedule breaks every 30 – 50 minutes |
| Use chat for questions to reduce interruptions  |
| Set aside time to answer student questions after a break or before moving on with new content |
| Due to FERPA, remind students that personal questions should be discussed offline (eg, grades) |
| Student Expectations |
| Mute audio during class unless directed by faculty |
| Video is used for student engagement and faculty feedback. Consider your online presence. Choose a setting with a background with minimal light and distractions |
| Lying in bed as if you just woke up is not appropriate at any time |
| Hygiene - take pride in your appearance. Be ready as if you were in a face-to-face class |
| Clothing is not optional and should be casual and appropriate. Dress as if the president of your institution is in your class |
| Close unnecessary programs (chat, email, other notifications) to minimize distractions |
| Utilize chat if you have a question |