**Plymouth State University**

**School Psychology, Counselor Education, and Organizational Leadership**

**Class Teleconferencing / Zoom Policy**

Teleconferencing through Zoom or other mediums may be a part of your course experience due to the COVID-19 Pandemic, weather disruptions, or other issues. Since the connection and interaction that are normally a large part of our courses can be more difficult in this format, the following set of policies and expectations has been created to help us ensure that your educational experience is as positive and beneficial as it can be.

* Students are expected to keep their cameras on during class time. Turning your camera off temporarily when needed is permitted but leaving it off entirely for most of the course makes it very difficult to engage with you or to determine if you are present for the class. If you have an internet connection that makes both audio and video problematic, please speak with the course instructor to let them know.
* Students are expected to keep their microphones on “mute” when they are not speaking, to avoid background noise that can make it difficult to hear what someone is saying. Please be patient with each other when we take the time to unmute, since it can take a moment to do so.
* Class discussions are a vital part of the learning experience for many of our classes and can be an engaging and enjoyable part of a course. However, it can also be more difficult to feel the connection and safety we often experience in face to face interactions through teleconferencing. We encourage you to challenge yourself to speak up, reach out, and engage with us and your classmates more than you normally might be inclined to.
* You are expected to be respectful to your classmates by focusing on the video screen during any class discussion or classmate presentations, avoiding focus on other websites, email, etc. In addition, while the class “chat” function can be a very helpful way of supplementing the material being presented, please take care not to “talk over” someone who is already speaking whenever possible, unless it’s to ask a question.

Finally, we understand that this is a difficult time, and that this format of instruction is not ideal for many of you, and in some ways not what you signed up for. We’re, as always, very open to feedback on how we can continue to work to make this experience as positive as it can be, while maintaining the safety of everyone which is our first priority. Please feel free to reach out to your professor, your program coordinator, or the director Dr. Mike Mariska with any questions, concerns, or comments. Thank you!