Professionalism Guidelines for Live Zoom Classes

These guidelines are to help ensure that all students and faculty in courses have a great experience. These are baseline guides and may be amended by course coordinators and instructors.

NOTE: Zoom generates participation reports indicating who has joined the session and when.

1. If you are not speaking in a Zoom class session, please keep your microphone muted so it does not interfere with everyone's audio.
2. All participants should use a screen name that is accurate and will be familiar to instructors and classmates.
3. There should be limited outside distractions during Zoom class sessions (i.e., distractions from other people or animals should be kept to a minimum), including anything too distracting on the walls – inappropriate posters, etc.
4. All background noise should be kept to a minimum during a Zoom class (i.e., TV sound, music, dogs barking, etc.). Try to be in a quiet environment.
5. If necessary, instructors may ask a student to leave the Zoom class session until major distractions in the environment have been addressed.
6. No screen shots, pictures, or videos are to be taken during a Zoom class session without permission of all class members and the instructor. Posting photos/videos of Zoom sessions to social media could violate federal FERPA (Family Educational Rights and Privacy Act), copyright, and client confidentiality laws. *UTK Zoom accounts are FERPA compliant. Other online meeting spaces are not.*
7. Once class begins, only post chat messages relevant to the class.
8. Comments about participants' surroundings should be minimized.
9. Remember that written messages can read differently than if they were said orally. Keep this in mind while writing responses and questions to classmates and instructors. Public *and private* messages written in the Chat window during a session are saved automatically. Be mindful of what you write and share.
10. Be respectful of others while they are talking. Stay off phones, other devices, and social media to respect the instructor and class members while in class.
11. Treat a Zoom classroom just as you would any classroom. Refrain from smoking, drinking alcohol, and using profanity.
12. When a student has a question or something they would like to say, they can use the raise hand function located in the Participant panel, the chat function, or another method, as determined/preferred by the instructor.
13. Dress should be clean, neat, and professional (e.g., should not include exercise wear, pajamas, bathing suits, or similar).
14. When in breakout rooms for partner or group activities, students are expected to be respectful of their fellow classmates and to work together to complete the activity.
15. Students are expected to have access to Canvas while in the Zoom class sessions for any documents or materials they may need in order to complete the in-class activities.
16. Students are asked to remain in a Zoom room for at least 10 minutes if the instructor is not immediately available.
17. Disrupting a Zoom class session is a violation of the UTK Student Code of Conduct (standard #4.26). Do NOT share the Zoom class session link with anyone who is not registered for your class.

Technical Preparation

1. Be familiar with System Requirements (http://oit.utk.edu/teachingtools/liveonline/system-requirements/) and Best Practices for Students (https://oit.utk.edu/teachingtools/liveonline/best-practices-for-participants/).
2. Procure a quality webcam and a microphone or headset and enable the use of audio and video, where possible (with capability to mute audio/hide video). UTK OIT has loaner equipment for those who do not have a webcam and/or microphone. To request: https://forms.utk.edu/tech-request/.
3. Come to "class" early so you can check your audio and video.
4. If you find that your computer audio is not working, you may dial into the session with a phone. **Instructors**: It's important to provide full Zoom invitations (and not just links) so that phone numbers are included.
5. For accommodation needs, contact SDS as soon as possible.

Logistical Reminders

Before the Zoom class: Join the Zoom session before the start time and test your microphone and webcam. Your course coordinator will share on Canvas a common Zoom link for the course. Plan to be in a quiet room without potential interference and interruptions. Silence your phone. Find a sitting area with a plain, non-distracting background. Position the webcam so that your face is bright. Avoid back-lighting, such as sitting with your back to a window with bright light. Practice speaking to the camera and not to the screen.

During the Zoom class: Mute your microphone when you are not talking. Have your webcam on if/when required or necessary, but remember that bandwidth limitations may prohibit the use of video, especially with simultaneous users. Use chat to communicate technical issues. Be cognizant of your actions on camera (for example, self-grooming, eating). Consider turning off video while eating. If you are sharing your screen, make sure you do not share something that is confidential or private. Close browser windows that you would prefer not to share. If you are on campus and Zooming from an office, close the office door so as not to distract colleagues. Silence notifications for the device you are using when using audio or sharing screen.

After the Zoom class: Take a break between classes! Get up and move around! Stay hydrated!

These guidelines are based on those established by the University of Tennessee (*https://utk.instructure.com/courses/55015/pages/participation-rules-for-live-zoom-sessions2/2*), as amended by the faculty of the University of Tennessee College of Veterinary Medicine (UTCVM) and approved by the UTCVM Curriculum Committee on 7/8/2020.