



Synchronous Session Etiquette

When communicating you should always:

- Treat presenter with respect
- Avoid interrupting others
- Use clear and concise language
- Raise your hand and wait to be acknowledged before speaking
- If your camera is off, identify yourself before you speak

If participating in a chat room during the synchronous session:

- Remember that all college-level communication should have correct spelling and grammar
- Avoid using the caps lock in a chat room **AS IT CAN BE INTERPRETED AS YELLING**
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as it can be sometimes lost in a chat room—your message might be taken seriously be or offensive to others
- Be careful with personal information (both yours and others')

When your microphone and/or camera is on, you should always:

- Avoid eating
- Limit drinking and be aware of the container you are using
- Be aware of your surroundings
- Dress appropriately—you never know when you may have to unexpectedly get up
- Be aware of your manners and facial expressions
- Turn on your microphone when called upon to cut down on feedback and/or interference in the call. Mute yourself when not speaking

Privacy

- Faculty may encourage participants to share their camera view but not require it
- If you have a concern about the privacy, communicate it, and share a profile picture or avatar
- If recording a session, this must be stated at the beginning
- Do not “reuse” sessions if students are included in session