

STUDENT EXPECTATIONS GUIDE

SYNCHRONOUS ONLINE LEARNING

Live online sessions operate as real-time courses which means the same standards of professionalism and academic engagement that apply in a physical classroom apply here.

1. Presence & Professionalism

- **Be Fully Present:** Attend from a stationary, dedicated location—not while commuting, driving, or working another job. Reviewing a recording does not substitute for active live participation.
- **Dress Appropriately:** Dress in a manner consistent with a professional academic setting.
- **Camera Engagement:** Always have your camera turned on to foster communication, connection, and accountability.
- **Manage Your Background:** Minimize visual distractions and select a quiet space. Use a virtual background if needed.

2. Preparation

- **Log in Early:** Connect a few minutes before the session begins so the course can start exactly on time.
- **Technology Check:** Test your microphone, camera, and internet connection prior to each session.
- **Arrive Prepared:** Complete all assigned readings, preparatory tasks, and syllabus reviews before the live session starts.
- **Close Unrelated Applications:** Close browser tabs, streaming services, and social media for the duration of the class.

3. Active Participation

- **Participate Actively:** Contribute meaningfully to discussions and activities. Passive observation does not fulfill participation expectations.
- **Stay Focused:** Stay on topic during discussions. Avoid side conversations or unrelated commentary.
- **Silence Personal Devices:** Place your phone out of reach for the duration of each session to maintain undivided attention.

4. Between Sessions

- **Monitor Communications:** Monitor your university email and LMS notifications regularly for schedule changes or important updates.
- **Engage with Platforms:** Stay current with discussion boards and designated communication channels between live meetings.

5. Digital Etiquette (Netiquette)

CATEGORY	EXPECTATION
Muting Keep your microphone muted when not speaking to minimize background noise for all participants.	Speaking Use the "raise hand" feature before contributing verbally. Avoid interrupting others.
Chat Use chat for course-related questions only. Avoid all-caps, sarcasm, or off-topic commentary.	Respect Maintain a professional, collegial tone with your instructor and peers.
Focus Stay on topic during discussions. Avoid side conversations or unrelated commentary.	Devices No browsing, streaming, or social media during sessions. Your attention matters.