

Film, Television, Media Arts Department Zoom Code of Conduct Fall 2022

For entire Fall 2022 semester, the Film, TV and Media Arts Department will be using **REMOTE SYNCHRONOUS** instruction. All of our classes will be conducted in real time, online, via Zoom. Instructors will try to make the classes as close to the in-person experience as possible. There will be technical glitches from time-to-time but instructors and students will hang in and keep trying.

The following guidelines must be adhered to in the Zoom Classroom and Break Out Rooms

- **Arrive on time to your sessions** (group or individual). **Be prepared to work when the session starts** – so camera on.
- Please **mute your microphone** when not speaking and/or **control any sounds in your environment that may be distracting**.
- **Participate in the full length of each Zoom session**, including time in break out rooms.
- **Cameras should be turned ON for the duration of the Zoom class**. Instructors need assurance students are actually attending the class. Please speak privately with your instructor if you have concerns about this.
- Show your entire face on screen. No bare walls, no ears, no eyes-only. The Film, TV, and Media Arts Department seeks to create a culture of collaboration and trust and we need to see one another to do so. If you don't want to show your personal background, feel free to replace it in Zoom with a virtual background, but please do not choose images that might be construed as offensive or provocative. If you have a technical or personal issue about this discuss it with the instructor.
- **Manage your Zoom screen frame. Be dressed in appropriate attire** (not fancy, just dressed). Refrain from introducing objects, props or people that might be distracting to the class (of course sometimes we can't help a family member or pet from making an appearance.) This included objects in your frame that might be construed as offensive to others or inappropriate for a professional or academic environment: **No objects and imagery that could be construed as violent, sexual or discriminatory onscreen**.
- These are working meetings, so please **sit up and be ready to engage**- no sleeping or lying down. If you are sick, contact your professor and let them know you can't attend class.
- No driving a car, exercising, playing video games, cooking, texting or otherwise engaging in other activities during class time. These behaviors may impact the participation portion of your grade. **Stay focused throughout the class/presentation/discussion**.
- If you need to step away from the Zoom Classroom to take care of something at your home (answer a call or deal with a problem) please put your phones on silent/vibrate and step away to answer it. You should also inform your instructor – via PRIVATE ZOOM CHAT - if you must check out for a while.
- **Pay attention, take notes and ask for clarifications during Zoom lectures**. If absent, as with in-person regular classes, request the missed information from a classmate.

- Please act respectfully towards others and use professional behavior:

It's the instructor's job to make sure all students have an environment in which they are able to learn. Disruptions, including emotional outbursts, arguments or altercations; loud behaviors or any other actions/activities that disrupt the class won't be tolerated even on Zoom.

- The guidelines for appropriate behavior that are outlined in the GCC Student Code of conduct still apply. **Any behavior that is disruptive to the learning environment** can and will be referred to the dean of students and you may face disciplinary action.

If students do not adhere to the guidelines they will be reminded of them. If problematic behaviors do not stop, students may be asked to leave a class, and the following class, until the Dean of Student Affairs is informed and contacts the student.

The above guidelines are specific to the Zoom classroom and break out room environment but moreover, you are developing a reputation with fellow students and faculty who may be in the position to help you establish your career. Professional behavior and solid “soft skills” are a large part of being hired for a job. While engaging in our classes, practice professional behavior in the following ways:

- Speak respectfully with appropriate language (no swearing) and speak without a raised voice
- Use respectful digital communication
- Be as direct and prompt (as you can) in communication with others. No blaming, flaming or name-calling of others
- Take responsibility for your own mistakes and repair "damage" with action when you can
- Respect school equipment/labs and the personal belongings of others
- Take care in what you say about others and where you say it: Comments about personal appearance, gender orientation, race etc. can be construed as critical and you never know who might be coming about the corner.

Inappropriate behavior (on Zoom or through email) will be dealt with according to the Glendale College Codes and Regulations and will be referred to the office of the Vice President of Student Services.