



VERA Z. DWYER
COLLEGE OF HEALTH SCIENCES
School of Rehabilitation Sciences

Zoom Policy
Policy SLP-AS-07

About This Policy:

Faculty Approval Date:8/24/2022

Effective Date: 8/24/2022

Scope:

This policy applies to all students enrolled in the MS-SLP Program within the Vera Z. Dwyer College of Health Sciences.

Policy Statement:

The purpose of this policy is to outline the position of the academic program regarding the use of Zoom in the classroom and the procedures for requesting a Zoom option when appropriate.

Procedure:

The design and expectations of graduate level coursework require consistent attendance and participation in class; however, the faculty of the program recognize that changing policies at the Indiana University level may prevent a student from attending when experiencing an illness. Attendance via the remote option of Zoom is allowable for all courses within the graduate program at the discretion of the faculty member and when the procedure outlined below is followed. The faculty reserves the right to decline Zoom participation if the content and design of the course that day does not lend itself to a remote option or would detract from the experience for the students who are attending in-person. When a request to Zoom is denied for this reason, it is the faculty member and student's joint responsibility to make arrangements regarding make up instruction.

The expectation when participating via Zoom is that you are still an active member of the class, engaging in the discussion, camera on, ready to work. You may request a Zoom option when you are presenting with contagious symptoms of an illness, are awaiting Covid-19 results, or are in isolation or quarantine but feeling well enough to participate. If you are extremely ill and

unable to fulfill the expectations regarding participation, you should make alternate arrangements with the faculty to make-up the work.

Requesting the Zoom alternative:

- Requests for Zoom attendance must be received by the faculty by 8:00 AM EST for morning classes and by 12:00 PM EST for afternoon/evening classes. This request should be sent by the student in the preferred mode of contact indicated by the faculty member (i.e. email vs. phone call).
- If you have not received an acknowledgment from the professor before class, you should assume that you are not able to Zoom and should make arrangements with a peer to collect missed notes.
- Regardless of whether or not you have used Zoom for class, you should follow up with the professor during office hours with questions, missed assignments/content, and/or quiz and exam make-ups.

Inclement Weather

The SLP program follows the official IU policy regarding cancellation of classes for inclement weather. The program is only permitted to cancel classes for weather when the University closes for weather. We do recognize that our faculty and our students commute from different parts of the region and weather changes quickly.

- If a faculty member cancels class due to weather issues, the class will default to **asynchronous** to allow students to participate in any additional classes/clinic scheduled that day.
- If a student is unable to travel to class due to weather, the student will notify the instructor and make arrangements to make up work.

Zoom Etiquette

Zoom is an extension of the classroom and for some courses, it is the classroom. The program has the following expectations regarding student behavior during Zoom sessions:

1. Log in on time.
2. Camera on when possible. It will often be required.
3. Quiet room free of distractions.
4. Name on Zoom tile includes your first and last name as it would appear on the class roster.
5. Turn off unnecessary notifications on your computer.
6. Keep your microphone muted when not talking.
7. Be prepared to participate by making comments, answering and asking questions.
8. Use a headset when possible.

9. Stay on topic: Use the chat window for questions and comments relevant to class. Avoid private chatting with peers via Zoom or via another modality (I.e. cell phone).
10. No disrespect or hate speech. The Zoom room follows the same rules as the classroom regarding creating a respectful, judgment free and creative learning space.