**TEN GUIDELINES FOR ZOOM CLASSES**

**General Thoughts:**

Remote learning is about learning. A virtual classroom is a classroom. I am committed to making sure you get full value out of your legal education. There is no reason that you should accept anything less. Attendance remains essential. In the past, work schedules and traffic could interfere with attendance; these are likely to be replaced by new challenges, tech problems, and home distractions. Let’s agree on some strategies that will help us get the most out of this educational experience. I will do my part. This term it is class size, together with remote technology, that will likely present challenges. So what? We will surmount such things easily. Aside from traditional courtesies and classroom demeanor – which are assumed – the following are ten specific guidelines.

1. Follow the moderator’s instructions, usually communicated by private chat function to avoid class disruption. This term, we are lucky to have Munish Barin as a moderator to assist with our remote learning experience. Munish, a respected lawyer and colleague, alumnus of Seattle University School of Law and this course, will assist us with attendance, admission to the class, recognition of questions. He may also contribute substantively to the class based on his professional experience.

2. Please enter the class on time, video on and muted. The video should remain on throughout the class. You will be admitted to the “waiting room” before being admitted to the class.

3. Please have your name below your image in this format: Last name, First name. Never enter using the name of someone other than yourself.

4. The background for a Zoom session must be your setting and not a virtual or still image. This setting must be appropriate to the other participants and offer enough light for your face to be visible.

5. Class begins promptly at 7:30 p.m. and concludes at 8:45 p.m. on Monday and Wednesday evenings per the Syllabus class schedule. Please make sure you are able to participate fully with minimal disruption during that time.

6. Posture before the camera must be conducive to active learning and participation (e.g., no reclining) in a classroom setting. Your full face must be visible in the camera frame.
7. As expected of any class interaction, participants are to treat each other with courtesy and respect. Remain muted unless and until called upon. Use the “Raise Hand” function to request recognition.

8. Taking screenshots or recordings of virtual classrooms without the explicit permission from the teacher and class members is forbidden.

9. The chat function will be controlled by the moderator; as a general rule, there will be no chatting permitted between and among participants.

10. As we explore the Zoom medium together, rules may be added and existing rules may be modified. Working together, within these guidelines, will be to everyone’s benefit.

Thank you.

- Prof. Gordon
  August 2020