

# SIMMONS

## LIVE SESSION PROTOCOL

The live session class time is intended to deepen your understanding of the asynchronous materials you have experienced in a given week. It also offers a time to discuss, demonstrate and analyze skills that will be applied in practice.

Your attendance is required. **Please be advised that make-up assignments for missed live sessions will NOT be offered.** Regardless of your reason for absence, if you are unable to attend the live session, you will forfeit your weekly participation points. Also, please be aware that tardiness to the live session will result in subtraction of points from your participation grade.

Below is a list of **required expectations** for live-session classes:

- **Be on Time**  
Log in to the session early enough to have your audio and camera setup. Be ready to work when the class time begins.
- **Be Professional**  
Live classroom is an extension of the field and therefore you are expected to treat live class time as you would a professional setting.
- **Respect the Classroom**
  - **DRESS:** Be appropriately dressed - comfortable clothing is fine but you should not attend class in your pajamas or beachwear.
  - **SETTING:** Set your live session classroom space in a quiet private area where you know family, pets and other distractions will not interrupt your learning (or the learning of your classmates).
  - **LIGHTING:** Be sure your camera has the appropriate lighting on your face. Be care you do not have too much back light, such as a bright window behind you making it difficult for your face to be seen.
- **Be Prepared**  
You are expected to prepare for the live session prior to class time; specific details on work to be completed before live session can be found in the course work area for the week.
- **Be Engaged**  
You are expected to be ready to work during your live session. Live session is not a passive experience - it requires your full presence and commitment to learning. You must be prepared to listen to your classmates, offer feedback and engage in a lively discussion.

