

Distance Learning: Student Etiquette

In this unprecedented time, Pacifica has been resourceful in implementing learning from a distance. It is important that as a learning community, we remain committed to civil and professional behavior, even while and especially as, we adapt and engage in new ways of being with one another online. Please refer to Pacifica's 'Expectations for Civil and Professional Behavior' policy in the [2019-2020 Student Handbook](#).

Communications

Maintain professional tone in writing and voice. Continue to reflect this in signatures, chat rooms, greetings, etc. Avoid shorthanded verbiage and wording, even if the setting may feel informal from your home. Continue to properly cite resources used.

Email and D2L

- Be mindful of the use of ALL CAPS and punctuation.
- Tone does not always translate well through the computer and can be misinterpreted. For instance, sarcasm often can be viewed as passivity as it can be difficult to recognize when used in writing or virtually. Steer clear from using it from a distance.
- Be sure your discussion posts, emails, and other communications are organized, thoughtful, and respectful. Always re-read what you have written before you send.
- Consider your tone in your writing.
- Maintain professional courtesy and respect whether you agree or disagree with another.

Zoom

- Keep yourself muted until you want to add to the conversation. This will reduce unwanted background noise.
- Come prepared to your Zoom meeting just as if you were in class. Look over the schedule beforehand.
- Test out your equipment beforehand. Consider your workspace: How is the lighting? Is there an echo when you speak? Do you have an outlet close by? How is wifi signal strength in this area? Be prepared, comfortable, and set yourself up well.
- If your instructor has presented a set of guidelines for your Zoom call or discussion, please follow them.
- Consider lighting. Sit or stand near a window. Natural light is ideal.
- Be presentable – dress as if you were attending class.
- Allow others to share; don't interrupt others while they are speaking.
- Avoid drinking and eating on screen.
- Be patient and supportive if technical difficulties occur or with other participants – we're all in this and learning together!