

VIDEO CONFERENCING ETIQUETTE and RULES of ENGAGEMENT for ONLINE CPE

Most of the CPE extended units will be conducted virtually via Teams or Zoom.

- During the orientation retreat, all students will bring technology they intend to use for the remainder of the unit. Students will register and download Zoom and/or Teams and participate in the test run. Students will use the educator's Zoom account. FaceTime is not an acceptable alternative.
- Students are required to have the appropriate computer equipment set up and ready to go for all sessions. Students are expected to be in the physical space with no distractions and where there is privacy to talk freely on confidential matters that often comes up in group and individual supervision. Computers must have a camera and audio set that are in good working condition. Students should have a headset/headphones readily available in the event that privacy is intermittent. Students should be in place and logged on, a few minutes before the group begins. If, for some reason, a student will be late for joining the Zoom or Teams meeting, he/she will text or email the educator and peers.
- An online group meeting or supervision deserves the same respect as if a student were providing care or counseling, in person. Students are expected to keep their attention focused on the conversation at hand. Students are asked NOT to read email, send text messages, or focus on other distractions during online time. It is the student's responsibility to be in an environment that is free of distractions and interruptions.
- It is not appropriate for students to turn off his/her camera during class times, unless there are weather problems and bandwidth is an issue.
- It is a courtesy to mute sound when one is not speaking. Students are expected to unmute themselves when they wish speak. Students may also use "raise hand" button when they wish to speak.
- It is the student's responsibility to make sure he/she is in a physical location that has a good internet connection for group and individual supervision.
- Because CPE is considered graduate-level education, all participants are expected to bring their feelings and unfinished business back into the group or supervisory process. Gossip with peers outside of the group or with people in the clinical setting is not acceptable. Disagreements, complaints, and conflict will be managed live during group time, not on email or outside of class. Please forward hostile or grumbling emails to the whole group and the educator. IPR is specifically set aside for such topics.

- Actively participate in group dialogues, give and receive feedback and critique with group members. Students are expected to bring learning issues and needs into group and/or individual supervision.
- It is inappropriate to send jokes, forward junk mail, and send any political or religious put-downs on email. Please use email only for CPE-related communication.