

Covid-19 Statement

Please note that the statement below is NOT official UofM Policy and was written by Prof Kohn for HIS classes.

As you are probably aware, Covid-19, especially the Delta Variant, is still spreading and could impact the Fall 2021 semester.

If you want to avoid another interruption to your University Education....**GET VACCINATED** to protect, not only yourself, but your classmates, faculty and staff as well as your own families! The more people get vaccinated, the sooner covid will be under control and no long a threat!

Please keep up to date on the current UofM Policy concerning Covid by visiting <https://www.memphis.edu/coronavirusupdates/> and read your UofM email for any messages concerning policy changes related to Covid. Please be aware that covid statements have come from the provost's office, marketing, the president's office, and others. Do not assume that emails from these offices are junk emails.

Currently (as of 8/18/21) Masks are required to be worn by all persons while indoors and in places where maintaining appropriate social distancing is not possible. If you forget your mask, you will be reminded to put it on (1st week a limited number of disposable masks will be available for use). If an individual does not comply, the faculty are instructed to ask the student to leave the class and report it to the Dean of Students for further action. So in short – Please wear a mask.

If you feel ill, please STAY HOME! If you email me well before class, I will attempt to record the lecture and send you a link (but please do not abuse this offer....only if you are feeling ill).

Prof Kohn will abide by all UofM policies concerning Covid-19, Social Distancing, Masking and, if needed, virtual learning.

If we do need to return to virtual learning:

- 1) All class notes, assignments and supplementary material will still be on the class website. I do NOT use eCourseware for my classes except for Senior Projects.
- 2) I will attempt to continue hands on labs with the distribution of parts kits that will allow you to do labs at home. Kit pickup instructions will be emailed to your @memphis.edu email account. Appropriate precautions will be taken to minimize contact if kits need to be distributed.
 - a. I will be available during lab times via zoom for assistance with the labs. It is best to start/attempt the lab before the scheduled time, so you know if you will require assistance.
- 3) Lectures will still be held during the scheduled class time and be done synchronously. Since it is easy to get distracted while on zoom, videos will be made available of virtual lectures and a link to the videos will be added to the class website.
 - a. It is understood that re-implementation of covid restrictions has other consequences that could impact your ability to attend synchronous lectures. If this is the case, DO NOT

just watch the lecture videos and think you are OK in the class.....inform me of what is going on so I do not penalize you for missing classes! An email will be acceptable.

- 4) Please abide by the zoom policy (at the end of this document).
- 5) If you do not understand something...speak up or put a question in chat. On zoom, visual queues (like a look of confusion) are hard to see. Be an active participant in the class by asking questions.
- 6) All work will be submitted via the class website file submission system.
- 7) All graded work will be made available, via a secure password protected website via a link off the class website. I will try to announce when I have finished grading an assignment but It is your responsibility to log in, check for graded work and review the comments on the graded material. You cannot learn from your mistakes if you do not look at the feedback provided.
- 8) Test will move to an online format. Students are expected to do their own work, not collaborate with other students during the test, not to look up answers from the internet etc. Test are to determine what YOU understand, not what the internet knows or what your classmates know.

Zoom Policy

Plan to join at least ten minutes before class time to ensure you are ready when class begins. (The very first time you join from a computer or device, allow extra time for set-up.)

The university has many useful tutorials on how to use Zoom here:

<https://www.memphis.edu/umtech/teaching/ummedia/zoom.php>

If you need technical help, contact the ITS Help Desk at umtech@memphis.edu or 901.678.8888.

Follow proper "meeting etiquette" principles (one such list: <https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/>)

NOTE: Class meetings on Zoom (including video, audio, and chat text) are being recorded.

General

- **Sign in with your full first name and last name, as listed on the class roster.** Do not use a nickname or other pseudonym when you log in. It makes it impossible to know who is in attendance. Using your full name quickly sorts students into their groups when needed. **Users who do not provide their full names will NOT be admitted to class and counted as absent.**

Exceptions:

- If you go by a different name than what is on the roster, send us a private email, so this can be noted on the roster so you can use your current name on Zoom. (If you would like to change your name officially with UofM, please see the [Personal Data](#) page for more information).
- **Stay focused.** Please stay engaged in in-class activities. Close any apps on your device that are not relevant and turn off notifications. Do not watch videos, listen to music, or use other applications (other than note-taking apps) while attending class. Doing so could not only distract the class but lead to a degradation in computer performance that may affect the student viewer experience.

Video

- **Turn on your video.** It is helpful to be able to see each other, just as in an in-person class.
- **Keep it clean.** Don't share anything you wouldn't put up on the projector in class!
- **Be aware of your surroundings.** Your professors and classmates can also see BEHIND you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. While it is not necessarily the best choice to attend class from your messy bedroom, it may be the only place

¹ Most of this document was obtained from "UNHP 1100-315 Zoom Policy"

you can find peace and quiet away from roommates or family members. If that is the case, you can employ a [Virtual Background](#) to hide what you don't want to be seen.

Audio

- **Mute your microphone when you are not talking.** Once you log in to the virtual classroom, be sure to mute your microphone (lower left-hand corner). This will help to eliminate background noise that could distract others.
- **Use a high quality microphone or headset when possible.** This improves audio quality.
- **Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any music, videos, etc. in the background.
- **Raise your hand and wait to be called upon.**
If you wish to speak, use the "Raise Hand" button at the center of the bottom of your screen. Once the professor calls on you, unmute yourself and begin speaking. When you have finished speaking, indicate you are done by saying something like "That's all" or "Thank you" and then mute your microphone again.

Chat

- **Stay on topic.** Use the chat window for questions and comments that are relevant to the class. The chat window is not a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, we are unable to sort through the information quickly to address students' real questions/concerns about the course.
- **No disrespect or hate speech.** Just like in our in-person class, respectful behavior is expected. Be aware that your comments are public and are recorded. Consider Zoom a professional environment, and act like you're at a job interview, even when you're typing in the chat.

The instructor reserves the right to disconnect any student who disrupts the class