



Department of Communication Studies/School of Arts and Letters

## **Com 2015; Radio Workshop**

1 Unit

*Fall 2025*

*(Version 04; Date: 08/26/25; 2:30pm)*

**Class Meets Tuesdays 3:00 to 4:15pm**

**Class Location; Ryan Library; Room 202**

**No Final Exam in this course**

<b>INFORMATION</b>	<b>SPECIFICS FOR THE COURSE</b>
<b>Instructor title and name:</b>	Rick Moncauskas; M. Div.; B. A. Psychology
<b>Phone:</b>	760 944-9066 (home) Leave a message.
<b>Email:</b>	<a href="mailto:rickmoncauskas@pointloma.edu">rickmoncauskas@pointloma.edu</a>
<b>Office location and hours:</b>	Radio Station; 2:00 to 2:45 pm & 4:30 to 5:00pm Tuesdays

### **PLNU Mission**

#### **To Teach ~ To Shape ~ To Send**

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

### **General Education Mission**

PLNU provides a foundational course of study in the liberal arts informed by the life, death, and resurrection of Jesus Christ. In keeping with the Wesleyan tradition, the curriculum equips students with a broad range of knowledge and skills within and across disciplines to enrich major study, lifelong learning, and vocational service as Christ-like participants in the world's diverse societies and culture.

## **Course Description**

### Undergraduate Catalog Course Description:

*A basic course that provides students with skills in writing and production of audio content for radio (e.g., commercials, promotional announcements, PSAs, podcasts), TV and Film (multi-track recording, mixing and sound effects). Course deals with announcing, acoustics, and microphones. Required for media communication majors and other students desiring to work at Point Radio.*

This course will be taught with an eye (and ear) to understand the effects sound has on our experience of media (and life). And, conversely, how sound can be used to create/suggest effects within individuals encountering the media programming students will create/produce within the Media Communication major and when they work in media in the post-university world of work. An emphasis on an understanding of the pre-cognitive/non-rational/subtextual nature of sound will be a frequent topic of discussion. The course content should be useable by all students in relation to media consumption and construction, even if a career in this field is not contemplated.

## **Program and Course Learning Outcomes**

### Learning Outcomes:

By the end of this semester, you should be able to:

- Demonstrate technical skills of digital audio recording and editing.
- Correctly and creatively write and produce a radio commercial; a program promotional announcement and a four to seven minute podcast.
- Evidence collaborative abilities by working in an audio production team and/or having a radio show partner.
- Demonstrate a beginning/developing appreciation for the psychological power of sound/audio to influence emotional involvement in radio/audio/media/film programming and to be able to identify many of the techniques used to create those emotional/psychological effects.
- Demonstrate a beginning understanding of the role of the “aesthetics of narrative” as a tool for encouraging audience involvement in radio/audio programming.

## **Required Texts and Recommended Study Resources**

Sauls, Samuel J.; & Stark, Craig A.; (2022) Tenth Edition. *Audio Production Worktext: Concepts, Techniques and Equipment*. Routledge; Taylor & Francis Group. New York. (New textbook Fall of 2025 semester)

### Required Software

Adobe "Audition" (Note: this software can be accessed from any PLNU "On Campus" computer. Audition is part of the Adobe Creative Suite which all campus computers are subscribed to.)

Link to Adobe:

<https://www.adobe.com/products/audition.html>

if you want to purchase a subscription: about \$23/month for a subscription, billed annually. They will charge you for 1 year.

This software should be available on any "on-campus" computer. This would include all the computers in RLC220, the Radio Station and the TV Studio.

Rogue Amoeba's "Fission". Link = <https://rogueamoeba.com/fission/Links to an external site>. About \$35 total

OR the Online Audio Editor "Audiomass". Link = <https://audiomass.co/Links to an external site>. (AudioMass is free to use currently.)

### **Course Credit Hour Information**

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 1 unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 37.5 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

## Assessment and Grading

Grades will be based on the following:

### Sample Standard Grade Scale Based on Percentages

A	B	C	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Less than 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

### Final Examination Policy

There is no final examination in this course.

All work is due by the last day of classes (not finals week). That is, Friday of Week 15.

(The final examination schedule is posted on the [Traditional Undergraduate Records: Final Exam Schedules](#) site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.)

### Course Requirements:

- All assignments (= 60% of your grade) must be uploaded to Canvas by the dates and times as indicated in Canvas. Audio projects must be correctly exported in MP3 format from Audition (or Fission or Audiomass) for uploading to Canvas. Assignments must be proofed in "Fission" (or equivalent PC program like Audiomass or OcenAudio) before uploading to Canvas. Assignments that are late or submitted in any other manner or format than MP3 will not be accepted and **will receive zero points**. (Note: this is the OFFICIAL policy of this professor and this course.)
- In an online production environment, students will need to record and edit audio remotely on either their cell phone or laptop or desktop computers. The software for audio editing in this course is Adobe Audition (it is part of the Adobe "Creative Suite").
- All students must use Adobe Audition to complete assignments in this class. Demonstrating competency in this program is part of your grade. Using other equipment or software is unacceptable and puts the quality of your productions and, thus, your grade at risk. (You must use Fission/Audiomass on the Mac, or a

comparable PC program, to proof your projects before you turn them in. This is required.)

- Students are expected to complete assigned readings by the dates they are due and to be prepared to discuss and/or present on those topics in our regular face-to-face class meeting time. Reading quizzes will be given throughout the semester. Many assignments will be due the following Tuesday afternoon, before class, the week after the assignments are given in Canvas. Exceptions to this general rule will be brought to your attention.
- Production projects may be played during class for discussion. Comments directed toward the producer should be constructive and given in a courteous manner.
- Projects are to be completed by the individual student unless indicated otherwise. Grades for projects that require teamwork will be given to the entire team and team members may be asked to grade the contribution of other members of their production team.
- All written documents are to be created and edited in Microsoft Word (do not submit documents in Apple "pages" or any other word processing format. Do not submit written documents as .pdf files. This is the Adobe "Acrobat" format.) All written documents must be submitted with the MS (= Microsoft) .docx extension. If you do not submit "Word.docx" files for your written assignments you will lose points on the assignment.
- How to "Format" your "file names" (when you turn in a word.docx or .mp3 file, for example). File names for your projects must include: 1) your last name as part of the file name; 2) a short version of the assignment name and 3) a version number for your file (ie. Usually something like this "moncauskasAuditionCompetencyV01.mp3).
- You MUST use the forms that I provide when I provide them. They will be located in the week's assignment list. Do not write up an assignment without the use of the form provided. You will lose points if you do and you will be told to re-submit in the proper document format as well.
- It is the expectation of the school that students will do (roughly) two to three hours of homework for every "credit hour" of class. As Com 2015 is a one-unit course, **you are expected to put in between two and three hours of homework for this class per week.** Having said that, the amount of homework will vary by week. Some weeks there might not be much. The next week might be more than average. There should be an "average" of two to three hours of homework, for this class, per week.
- All audio editing will be done on computers using Adobe Audition & Rogue Amoeba Fission or Audiomass. If you need assistance editing a project, come to the Radio or TV Studios between 6 pm and 9 pm Monday thru Thursday. There will be radio, or TV, station staff who can assist you with your editing project.
- Three editing workstations, mics and headsets are available for your use in the PointRadio Studio. Because audio workstations may be shared with other classes, plan ahead and schedule production and editing time early. Editing stations are only available at posted days and times that coincide with the days and times the TV studio is open (normally: Monday thru Thursday 12 pm to

10:30 pm. The studios are closed Friday, Saturday, Sunday and school holidays. Other possible times are limited to when the library is open. There is no access to the PointRadio and TV Studios when the library is closed. The inability to secure equipment or editing time due to lack of planning is not an excuse for not completing an assignment. Portable digital audio recorders are also available for check-out from the TV studio across the hall. You can usually also edit audio in the computer lab on the north side of the library reading room. This is RLC 220. This lab is usually open when the library is open but classes may use this lab, too. Bring headphones.

### PointRadio Participation:

- All students in this course will participate in a weekly commitment to the operation of Point Radio. That is, you will have a radio show (usually with a partner). You are expected to start on time, end on time and follow the format specifications for PointRadio. All “broadcasts” are to be: 1) recorded, 2) renamed, 3) trimmed, 4) “normalized” and 5) uploaded with clear identification for credit. You are expected to create/participate in 10 weekly “broadcasts” for minimum credit (maintenance of your course grade). If you complete fewer than 10, your final grade will be reduced depending on the number of programs produced & uploaded. More programs produced and uploaded may give you additional point value to your final grade.
- Students have the sole responsibility for their commitments to the campus radio station and will face significant penalties when those obligations are not met. On-air shifts must be covered even if the person cannot be there due to illness or extenuating circumstances. You must provide the professor with documentation for missing an air shift due to illness or emergency.
- News personnel carry the same responsibilities as on-air personalities. Contact the Station Manager before noon if you cannot participate in your air shift due to illness or emergency situation. Station staff will not need to come to the studio in the evening if there are no "shows." Please be considerate and let the staff know if you will not be at your show.
- Failure to cover air shifts without a documented excuse will result in a penalty of 10% off the student’s final course grade for each occurrence.
- In addition to on-air work, students in this class may be asked to assist with PointRadio events. Failure to follow through on these commitments will result in a deduction of PointRadio participation points.
- If your radio show team will not be able to do your show on a particular evening, you must tell the radio staff member for the evening that you will not be doing your show. Don't just be a "no-show." The radio staff is in the station each evening to assist you in completing your radio shows. If they don't need to be there because you won't be doing your show, it would be a waste of their time not to tell them.

## Attendance:

- You are graded on your attendance in class and if you are on-time or late. Attendance will be taken in all class sessions. As noted in the university catalog, students who miss 10% of class sessions (that means 1.5 sessions) will be reported to the Vice Provost of Academic Administration. Missing 20% of class sessions (that means 3 sessions for Com 2015) will result in the student being de-enrolled from this course. This rule will be strictly enforced.
- Lessons are cumulative. That is, what you do **next week** will build upon what you learned to do **this week**. Missing class sessions will cause the student to do more work than simply attending the class sessions. (Remember missing ONE session of 2015 is like missing a whole week of another class. We only meet once a week.)
- The communication industry is time sensitive. Professionals in this business succeed or fail depending on their ability to meet deadlines and follow through on commitments. Now is an excellent time to develop good habits. With this in mind, students are expected to be on time to class and early to their radio shows. Entering the class session after class has started is disruptive to other students and to the continuity of the session. Attendance is taken promptly at the time class is scheduled to begin. If you are not present when I take attendance, you will be counted as late or absent. Students who are chronically late may be asked to withdraw from the class. In this business being "on-time" means you are "late."
- Attendance in class means that you are fully attending to the course (ie. don't multitask). Students, who choose to read/watch other things on the internet, use their cell phone, text, engage in irrelevant and disruptive conversations, study for their next class, etc... will be asked to put their "extra-curricular" activities away or they may be singled out by the professor for disruptive/distracting behavior. There are no exceptions to this policy. Laptops and cell phone use are part of being in the online environment, but "multitasking" is myth. It is really "task-switching", and every time you switch between "tasks" you lose your place in the discussion or you will miss necessary context for completing your tasks. You will slow down the class and misunderstand your assignments. If violations of this policy are repeated, the professor will take appropriate action to keep the class sessions on track.
- In the event that you miss class, you will be expected to get notes, handouts, and assignments from someone in class. (Your radio partner, if you have one, would be an excellent candidate.) **Do NOT ask the Professor for notes**. You are responsible for missed material and should try to make a friend or two in this class that you can count on.
- It is the student's responsibility to maintain his or her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to

arrange for a change of registration (drop/add) may result in a grade of F on the official transcript.

### Technology Policy

Students should only be using their laptop computers and/or phones/tablets for class activities. If you are found to be doing activities unrelated to class on your laptop appropriate action will be called for (see above). Unless you are asked to use your cell phone for a class assignment, put cell phones face down, out of reach, with the sound "off" for the entire class session. Making personal audio or video recordings of class sessions are not allowed (except as directed by the instructor). Students may not mass distribute course content in any form without permission of the instructor.

### **Content Warning**

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive various types of information. In Com 2015 Radio Workshop, all of the class content, including that which may be intellectually or emotionally challenging, has been intentionally curated to achieve the learning goals for this course. The decision to include such material is not taken lightly. These topics include the size of our solar system. If you encounter a topic that is intellectually challenging for you, it can manifest in feelings of discomfort and upset. In response, I encourage you to come talk to me or your friends or family about it. Class topics are discussed for the sole purpose of expanding your intellectual engagement in the area of Audio, Radio & Media production in the Media Communications major, and I will support you throughout your learning in this course.

### **Trigger Warning**

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive several types of information. In Com 2015, we will cover a variety of topics, some of which you may find triggering. These topics include our place in the cosmos. The experience of being triggered versus intellectually challenged are different. The main difference is that an individual must have experienced trauma to experience being triggered, whereas an intellectual challenge has nothing to do with trauma. If you are a trauma survivor and encounter a topic in this class that is triggering for you, you may feel overwhelmed or panicked and find it difficult to concentrate. In response, I encourage you to take the necessary steps for your emotional safety. This may include leaving class while the topic is discussed or talking to a therapist at the Counseling Center. Should you choose to sit out on discussion of a certain topic, know that you are still responsible for the material; but we can discuss if there are other methods for

accessing that material, and for assessing your learning on that material. Class topics are discussed for the sole purpose of expanding your intellectual engagement in the area of Audio, Radio & Media Production, and I will support you throughout your learning in this course.

### **Incompletes and Late Assignments**

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

### **Spiritual Care**

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If you have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the [Office of Spiritual Life and Formation](#).

### **State Authorization**

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow distance education outside California.

### **PLNU Copyright Policy**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

All projects (or portions of projects) produced with PLNU owned equipment is/are owned by the University and may not be "shared" (ie. "uploaded") without permission.

## **PLNU Recording Notification**

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

## **PLNU Academic Honesty Policy**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

## **Artificial Intelligence (AI) Policy**

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.

[MLA Style Center: Citing Generative AI](#)

[APA Style: How to Cite ChatGPT](#)

[Chicago Manual of Style: Citing Content Developed or Generated by AI](#)

## **PLNU Academic Accommodations Policy**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an

Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

### **Language and Belonging**

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at [www.pointloma.edu/nondiscrimination](http://www.pointloma.edu/nondiscrimination).

## **Sexual Misconduct and Discrimination**

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at [pointloma.edu/Title-IX](http://pointloma.edu/Title-IX). Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at [counselingservices@pointloma.edu](mailto:counselingservices@pointloma.edu) or find a list of campus pastors at [pointloma.edu/Title-IX](http://pointloma.edu/Title-IX).

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at [www.pointloma.edu/bias](http://www.pointloma.edu/bias)

## **PLNU Attendance and Participation Policy**

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an "F" grade.

## **Use of Technology**

**Note:** Include this section if teaching an Online or Hybrid course.

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams requires a computer with a camera (tablets are not compatible nor allowable) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

## Loma Writing Center

The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar and polishing final drafts, and more. For information about how to make in-person or online appointments, see [Loma Writing Center webpage](#) or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- [Appointment Calendar](#)
- [Website](#)
- Email: [writingcenter@pointloma.edu](mailto:writingcenter@pointloma.edu)

## Lomabooks Instructions for Students☼:

*This course is part of our course material delivery program, **LomaBooks**. The bookstore will provide each student with a convenient package containing all required physical materials; all digitally delivered materials will be integrated into Canvas.*

*You should have received an email from the bookstore confirming the list of materials that will be provided for each of your courses and asking you to select how you would like to receive any printed components (in-store pick up or home delivery). If you have not done so already, please confirm your fulfillment preference so the bookstore can prepare your materials.*

*For more information about **LomaBooks**, please go: [HERE](#)*

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## Changes to Syllabus:

The instructor reserves the right to make amendments, additions or deletions to this syllabus during the semester. It is each student's responsibility to stay current and be aware of any changes. The online syllabus will be the most current. If substantial changes are made to the syllabus you will notified.

### Official Means of Communication:

The official means of communication at Point Loma Nazarene University is the “university email”. Your communications MAY be informally done using texting or other methods, but those are not official. If you must communicate with the professor concerning class attendance, grading, projects, policies or any other serious school business topic, you must do it by email. Other methods are NOT official. You should expect replies to officially submitted email in one business day, except over school holidays and Fridays, Saturdays and Sundays.

### Grading

Grades are based on the percentage system listed below. This enables students to keep track of their total score and to estimate their grade at any point in the semester. Look in the "Grades" section of Canvas to see your current grade status.

Assignments (relative points as listed)	60%
Participation & Attendance	20%
Reading quizzes	20%
Total	100%

### PLNU Zoom Etiquette for Students (if necessary):

- For each class session, you should do your best to **have open both Zoom and Canvas**. Most classes will use both online platforms during your class sessions.
- Have a **plan for taking notes** (ideas: paper and pencil, digital notepad, Word/Pages doc). We may post recordings of our Zoom class sessions on Canvas, but you should also try to capture your thoughts and questions in the moment.
- Try to log online to our class meeting from a **quiet, distraction-free environment**. We have little time together; let's try to maximize it!
- **Avoid multitasking**. You'll retain the discussion better if you refrain from replying to emails or text messages during the class meeting.
- Keep your **audio on mute** until you want to speak. We must work together to limit background noise wherever possible.

- When you are speaking, let others know that you are finished by saying something like, “That’s all,” or “I’m done,” or “Thank you,” so that everyone knows you have finished your comments.
  - If possible, enable your **video** so that we can see you and connect with you. There are times when you may need to disable video (for instance, in order to minimize the activity on your internet connection or if there is a lot of activity going on in the background of your video). If you are able to turn on your video, please limit the distractions and treat this Zoom meeting in the same way you would if you were sitting in class. Eating, talking to others off screen, playing with pets, etc. can be very distracting.
- Be aware of your surroundings. Your professor 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 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.
  - Many of you are probably used to the **chat feature** on Zoom. However, here is a little primer: On the bottom of the Zoom window, click on “Participants” and “Chat.” Two pop-up windows will open on the right side of your screen.
    - When you want to speak, use the “Raise Hand” feature (on the bottom left of the Participants window). Be sure to unmute yourself to talk.
    - If for some reason the professor does not see your hand raised, please feel free to unmute your mic to interrupt.
    - Use the Chatbox to make a point or ask a question. Remember that Chat is public, and may be recorded, and archived.
  - Finally, with regard to your **appearance on Zoom**, remember that even though you may be alone at home, your professor and classmates can SEE you! While attending class in your pajama bottoms is a tempting option, you'll want to make sure that you are presenting yourself in a professional manner. Put on a clean shirt. Brush your teeth. Wash your face.