SHS: Class Meetings & Expectations
(last date of revision: 8/4/25)

Read carefully:
- Director Boyer about class meetings: Click here and Click here
- Check the *last date of revision* to make sure you have the most recent version of the calendar
- *Save these Dates* and add them to your calendar.
- All SHS classes require online learning, while the below classes also require one class meeting.
- Failure to attend will result in withdrawal from class. Each student will earn an individual grade for attending.
- Absences due to work, childcare, technical issues, and/or transportation issues are not reasons for missing.
- Medical notes must be *typed/digital* with a hand-written signature. All notes must be on agency stationary – with a current address and phone number. Notes are verified before virtual attendance is permitted. A medical excuse can only be used one time during the course of a student's education. tboyer@cccc.edu with any questions.
- Professional attire and attitude are expected: both online and in-person.

Fall 2025:

HSE 110	Intro to Human Services	Saturday, September 20, 2025	9 am -12 pm
HSE 135	Orientation Lab	Wednesday, October 22, 2025 (virtual)	6 pm - 8 pm
HSE 220	Case Management	Saturday, September 20, 2025	1 pm - 4 pm
HSE 225	Crisis and Intervention Principles	Saturday, September 20, 2025	9 am -12 pm

Spring 2026:

HSE 110	Intro to Human Services	Saturday, February 7, 2026	1 pm - 4 pm
HSE 123	Interviewing Techniques	Saturday, February 7, 2026	9 am -12 pm
HSE 135	Orientation Lab	Saturday, March 14, 2026 (virtual)	9 am -11 am
HSE 210	Diversity, Ethics, and Trends	Saturday, February 7, 2026	1 pm - 4 pm
HSE 212	Group Dynamics	Tuesday, February 24, 2026	9 am -12 pm
HSE 223	Counseling Theories and Skills	Dates located in Blackboard (virtual)	TBA

On- Campus Expectations

1. Where: 1815 Nash Street, Sanford; Keller Health Sciences Building; #126 (except for HSE 212): Click here
2. Bring a reliable laptop and charging cord.
3. Bring passwords for Blackboard and Self-Service
4. Students **must** stay the entire class meeting, arriving 10 minutes early to class.
5. Do not enter the building more than 10 minutes early.
6. Arriving more than 1 minute late is unacceptable, and more than 15 minutes late is a withdrawal from class.
7. The same is true for leaving early, it is unacceptable to leave early or during the class meeting.
8. No guests on campus
9. Bring a snack (smell-free and quiet) and drinks must have a secure lid.
10. Cell phones must be on silent and only used during breaks.
11. Examples of professional attire: Click here
12. You do not need any specific colors, brands, or attire (casual wear is *not allowed*).

13. Bring a smile and be ready to learn ☺

<u>Virtual Meeting Expectations</u>

Before the meeting: (a week before)
1. Check the class meeting date and time.
2. Set a few alarms, calendar reminders, and notes (<u>re-check the time</u>: a.m. OR p.m.)
3. Students need to know how to use Zoom before the meeting.
4. Find a quiet place to meet, at a desk, <u>distraction-free</u>.
5. Test the Camera and Sound – they must be "on" - make sure the lighting shows your face.
6. Students may meet while at work only if:
    1. They email to let their instructor know **before** class begins
    2. They are alone in a room with a door that closes
    3. Not multi-tasking (no phone calls, walk-ins, and/or other distractions are not allowed).
7. Make sure you can access CCCC "<u>Self-Service</u>" - this requires a password.
8. Find an <u>outfit to wear,</u> charge your computer, and <u>prepare your workspace.</u>

2 hours before your meeting time:
1. From your CCCC email account, log into the meeting - 10 minutes early
2. Be at your workspace: Computer charged, desk, lighting, camera (camera on, sound "muted")
3. Students must be at a desk (distraction-free <u>and</u> not multi-tasking)
4. Students must be dressed according to SHS standards.
5. Students can meet through their phone or computer (the camera must be stable if using a phone)
6. Students must have access to Blackboard.
7. Students may log in from work, at a desk with a door that closes (no interruptions).
8. Students missing more than 5 minutes will not earn full credit.
9. Students missing more than 15 minutes will earn a zero, with no make-up.
10. Be ready to participate, engage, and follow directions
11. Student **must** stay the entire class meeting, arriving 10 minutes early and staying the entire time.
12. Arriving late and/or leaving early may result in missing, resulting in a withdrawal from class.
13. **Students will be <u>removed</u> from the class meeting when…**
    - Students do not have their camera and microphone *on*
    - Students are multi-tasking and not participating.
    - Students are not at a desk and/or not in distraction-free environment.
    - If a student is removed from class, they will not be able to rejoin the class meeting.

After the meeting:
1. Complete the assignment - before the due date/time
2. Not completing a writing assignment will result in a *zero grade for the class meeting*, too.

ONLINE MEETING ETIQUETTE

To have meetings wherever you are does not mean there aren't basic guidelines you should follow. Here are some meeting etiquettes everyone should observe

JOIN EARLY

Make sure your microphone and camera are working properly.

DRESS APPROPRIATELY

You'll also put yourself in the right headspace to be productive.

BE AWARE OF YOUR SURROUNDINGS

Make sure your background is tidy, professional and work appropriate.

MUTE YOUR MICROPHONE WHEN YOU'RE NOT TALKING

Avoid noisy distractions while others are speaking.

STAY SEATED AND STAY PRESENT

Sit up straight, don't make big extraneous movements and always give your attention.

MINIMISE DISTRACTIONS

Avoid rustling papers, eating or making other distracting noises in the background.