

SHS: Class Meetings & Expectations

(last date of revision: Oct. 23,25)

Read carefully:

- Director Boyer about class meetings: [Click here](#) and [Click here](#)
- Meetings are on Lee Campus; Keller Health Sciences, except for HSE 212 which meets in the Civic Center.
- 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.

Spring 2026:

HSE 110	Intro to Human Services	In-person	Saturday, February 7, 2026	1 pm - 4 pm
HSE 123	Interviewing Techniques	In-person	Saturday, February 7, 2026	9 am -12 pm
HSE 135	Orientation Lab	Virtual	Saturday, March 14, 2026	9 am -11 am
HSE 210	Diversity, Ethics, and Trends	In-person	Saturday, February 7, 2026	1 pm - 4 pm
HSE 212	Group Dynamics	In-person	Tuesday , February 24, 2026 Civic Center #102 & 103	9 am -12 pm
HSE 223	Counseling Theories and	Virtual	Saturday, February 21, 2026	9 am -12

On- Campus Expectations

Where: 1815 Nash Street, Sanford; Keller Health Sciences Building; #126: [Click here](#)

Need to Know: [Click here](#) & [Click here](#)

Plan/Do:

- Set two morning alarms, plan for emergencies and delays.
- Leave **early**. Arrive Early. Wait in your Car. Enter the building 10 minutes early.
- Class starts on time
- 1-14 minutes late/leaving early = -30 in grade, 15 minutes = withdrawal (firm policy).
- If you are in more than one class meeting, you can leave and can back, the same late policy applies.

Bring:

- A reliable laptop and charging cord.
- Passwords for Blackboard and Self-Service
- Snack (smell-free and quiet) & Drink with a secure lid
- Something to write with and a notepad
- A *smile* and be ready to learn

Important Notes:

- No guests on campus
- Cell phones must be on silent and only used during breaks

- Ideas of what to wear: **Click here** (feel free to express yourself, please no wording on clothes, outside of clothes branding. “Levis” is Ok, “Vote for Mickey Mouse” is not Ok.
- Casual wear like; exercise clothes, shorts, and flip flops are not allowed

We look forward to seeing you on Saturday! :) Questions/Concerns: tboyer@cccc.edu

Virtual Meeting Expectations

24-48 hours before the meeting:

1. Check the class meeting date and time.
2. Set a few alarms, calendar reminders, and notes (re-check the time: a.m. OR p.m.)
3. Know how to use [Zoom](#)
4. Find a quiet place to meet, at a desk, distraction-free.
5. Test your Camera & Sound; both must be on, with *no dark shadows*. [Lighting help](#)
6. Make sure you can access CCCC "[Self-Service](#)" - this requires a password.
7. Find an [outfit to wear](#) (*no sweatshirts, hoodies, PJ's, caps, or tank tops*)
8. Charge your computer, and [prepare your workspace](#).
9. Students may meet while at work only if:
 - They email their instructor 24 hours before the class meeting begins *and ask*.
 - In a room with a door that closes. *The environment must be quiet*.
 - Not multi-tasking (no phone calls, walk-ins, and/or other distractions are not allowed).

15 minutes before your meeting time:

1. From your CCCC email account, log in to 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 and 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. Be ready to participate, engage, and follow directions
8. Arriving late and/or leaving early may result in a grade reduction or withdrawal from class.
9. **Students will be removed from the class meeting when...**
 - Their camera and microphone *are not working*. *The camera must be on, and the microphone must be working. Good lighting, no shadows.*
 - Multitasking and/or not participating. *Minimize background noise and focus on the class meeting only.*
 - Not at a desk and/or distraction-free environment. *Do not be in bed, on the floor, lying down, shopping, eating, or driving.*
 - NOTE: 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 the 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.