



CALIFORNIA STATE UNIVERSITY, LONG BEACH

College of Health and Human Services
Department of Speech-Language Pathology

SLP 668 – Seminar in Dysphagia

Fall 2020 (3 Units)

Monday 9:00 AM – 11:45 AM

General Information:

Instructor: Shriya Basu, Ph.D., CCC-SLP

Office Hours: Monday 4- 5 PM, Wednesday 12 PM- 1PM or by appointment at a mutually convenient time

Office: LAB Room 129 (Virtual in Fall 2020)

Classroom: Zoom Classroom

Email: Shriya.Basu@csulb.edu

Course Description

Prerequisite(s): SLP 696, SLP 661, SLP 665, SLP 666

This course is designed to enhance the knowledge of swallowing disorders in all age groups that result from a variety of medical conditions. Students will learn the techniques for assessing swallowing function and rehabilitation treatment approaches for dysphagia.

Letter grade only (A-F)

Student Learning Outcomes

SLP 668 is a graduate-level course designed to provide the requisite knowledge for identifying, evaluating, and treating swallowing disorders (dysphagia) due to various etiological causes. Upon successful completion of CD 668, the student will be able to:

- A. Develop an understanding of neuroanatomical and neurophysiological bases for mastication and deglutition
- B. Describe the normal physiology of the swallowing phases and corresponding age-related changes
- C. Describe the various possible etiologies for swallowing disorders
- D. Explain the signs and symptoms of dysphagia
- E. Discuss contemporary instrumental and clinical procedures for assessment of dysphagia
- F. Integrate background, medical and assessment data to form appropriate prognosis rationale for intervention
- G. Identify different oral and non-oral treatment/management options with appropriate rationale for such recommendations
- H. Describe the treatment and intervention approaches for dysphagia
- I. Evaluate treatment efficacy and make clinical decisions regarding continuation of therapy, discharge and referrals
- J. Generate collaborative, client/patient-centered intervention plans and understand how to work on interdisciplinary/ interprofessional teams
- K. Integrate professional/ethical considerations regarding compliancy and mortality, as well as reimbursement issues in service delivery of swallowing disorders
- L. Discuss how cultural and linguistic variables may influence the clinical decision making

processes in rehabilitation and management for swallowing disorders.
 M. Access and evaluate information sources and research evidence to support decisions on assessment and intervention of swallowing disorders

Certification Standards

Satisfactory completion of SLP 668 is intended to assist students in meeting the following knowledge and skill sections of the American Speech-Language-Hearing Association (ASHA) Standards for the Certificate of Clinical Competence in Speech-Language Pathology, effective January 1st, 2020. Upon completion, students will meet all of the following standards for ASHA certification as a speech-language pathologist, California licensing requirements for speech-language pathologist, and the requirements of California Commission on Teaching Credentialing for Speech-Language Pathology Services Credential.

Standard IV-C: The applicant must have demonstrated knowledge of communication and swallowing disorders and differences

Standard IV-D: The applicant must have demonstrated current knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders.

Standard IV-F: The applicant must have demonstrated knowledge of processes used in research and of the integration of research principles into evidence-based clinical practice.

Standard IV-G: The applicant must have demonstrated knowledge of contemporary professional issues.

CAA Standard 3.0B Curriculum in Speech-Language Pathology

	Exams	Case Studies	Simulation Assignment	In-Class Discussion
3.1.1B Professional Practice Competencies				
<u>Accountability</u>	x	x	x	x
• Understand the various models of delivery of speech-language services				
<u>Effective Communication Skills</u>	x	x	x	x
• Use all forms of expressive communication				
<u>Clinical Reasoning</u>		x	x	x
• Use valid scientific evidence in decision-making regarding assessment and intervention				
<u>Evidence-Based Practice</u>	x	x	x	x
• Critically evaluate information sources and applies that information to appropriate populations				

	Exams	Case Studies	Simulation Assignment	In-Class Discussion
<ul style="list-style-type: none"> Integrate evidence in provision of SLP services 				
<u>Cultural Competence</u> <ul style="list-style-type: none"> Understand the impact of the cultural and linguistic variables of the individuals served on delivery of care. 	X	X	X	X
<u>Professional Duty</u> <ul style="list-style-type: none"> Understand the roles and importance of interdisciplinary/interprofessional assessment and intervention 		X	X	X
3.1.2B Foundations of Speech-Language Pathology Practice	X	X	X	X
3.1.3B Identification and Prevention of Speech, Language, and Swallowing Disorders and Differences	X	X	X	X
3.1.4B Evaluation of Speech, Language, and Swallowing Disorders and Differences	X	X	X	X
3.1.5B Intervention to Minimize the Effects of Changes in the Speech, Language, and Swallowing Mechanisms	X	X	X	X
3.1.6B General Knowledge and Skills Applicable to Professional Practice <ul style="list-style-type: none"> Engagement in contemporary professional issues and advocacy 		X	X	X

For detailed information, please visit

- ASHA 2020 Standards for the Certificate of Clinical Competence in Speech-Language Pathology: <https://www.asha.org/Certification/2020-SLP-Certification-Standards/#4>
- CAA 2017 Standards for Accreditation: <https://caa.asha.org/wpcontent/uploads/Accreditation-Standards-Documentation-Guidance.pdf>
- California Commission on Teacher Credentialing: <https://www.ctc.ca.gov>

Course Modality

Online only and synchronous: All class meetings will be remote at scheduled days and times with face-to-face contact via video conferencing using modes such as lecture, discussion, demonstration, video clips, and direct exchange of materials as the primary method of communication.

Text

Required Textbooks

• Murry, T., Carrau, R., & Chan, K. (2018). Clinical management of swallowing disorders (4th ed.). San Diego, CA: Plural Publishing.

Supplemental Reading

Assigned readings are posted on BeachBoard. See the course schedule and references. All content within the reading sources is the responsibility of the student. In class discussions will cover a portion of these readings but will not detail every source at length. Students will be expected to demonstrate mastery of ALL sources. Please read thoroughly and make every effort to ask questions and clarify information not understood within the readings.

Within the context of this course we will discuss neuroanatomy and neurophysiology as it pertains to dysphagia; however, this course is NOT designed as an introduction to gross neuroanatomy. Students should be familiar with the important structures and gross functions of the Central and Peripheral Nervous Systems. A brief review will be provided in the initial lectures specific to swallowing disorders. It is HIGHLY RECOMMENDED that all students review relevant past coursework.

Course Outline/Schedule

*This course schedule/outline is tentative. The instructor reserves the right to change/modify it if deemed appropriate.

Date	Topic(s)	Required Reading	Exam/Project Due
Week 1 8/24/2020	• Course syllabus • Anatomy and physiology of the swallowing mechanism	• Murry, Carrau, & Chan (M, C, & C) Ch 2 Note: Please review the related undergraduate course material.	
Week 2 8/31/2020	• Causes and characteristics of dysphagia: Neurologic disorders and esophageal disorders	• M, C, & C Ch 3	
9/7/2020	No Class (Labor Day)		
Week 3 9/14/2020	• Causes and characteristics of dysphagia: Oncologic disorders and respiratory disorders	• M, C, & C Ch 4	
Week 4 9/21/2020	• Instrumental swallowing evaluation	• M, C, & C Ch 6	

Week 5 9/28/2020	<ul style="list-style-type: none"> Clinical, non-instrumental evaluation of dysphagia *Guest Speaker 	<ul style="list-style-type: none"> M, C, & C Ch 5 Hassan & Aboloyoun (2014) 	Exam #1
Week 6 10/05/2020	<ul style="list-style-type: none"> Clinical, non-instrumental evaluation of dysphagia (cont.) 	<ul style="list-style-type: none"> Umay, E. et al. (2013) Week 7	
Week 7 10/12/2020	<ul style="list-style-type: none"> Pediatric dysphagia assessment and management *Guest Speaker 	<ul style="list-style-type: none"> M, C, & C Ch 9 Arvedson, J. (2008) 	Case Study #1
Week 8 10/19/2020	<ul style="list-style-type: none"> Surgical treatment of dysphagia Prosthetic management of dysphagia 	<ul style="list-style-type: none"> M, C, & C Ch 11 	
Week 9 10/26/2020	<ul style="list-style-type: none"> Compensatory treatment of swallowing disorders 	<ul style="list-style-type: none"> M, C, & C Ch 7 (p. 115-124) 	
Week 10 11/02/2020	<ul style="list-style-type: none"> Rehabilitative treatment of swallowing disorders 	<ul style="list-style-type: none"> M, C, & C Ch 7 (p. 124-134) Troche, MS., et al (2010) 	Exam #2
Week 11 11/09/2020	<ul style="list-style-type: none"> Other swallowing treatment methods 	<ul style="list-style-type: none"> M, C, & C Ch 7 (p. 134-140) 	
Week 12 11/16/2020	<ul style="list-style-type: none"> Nutrition and Diets Malnutrition and dehydration 	<ul style="list-style-type: none"> M, C, & C Ch 8 	Case Study #2
Week 13 11/23/2020	Simucase •		Simulation Assignment
Week 14 11/30/2020	Thanksgiving Holiday (campus closed)		
Week 15 12/07/2020	<ul style="list-style-type: none"> Ethical consideration of dysphagia management 	<ul style="list-style-type: none"> 	Exam #3 Final Exam

12/14/2019	Final Exam		
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Methods of Presentation

- A. Lecture
- B. Discussion
- C. Case Studies
- D. Audio/Video Presentations

Course Requirements

1. Three Exams
 - 60 points each. 180 points total.
 - Format: Fill-in-the-blank, short-answer, and essay questions
2. Case Study 1- Assessment Assignment
 - 30 Points. Individual project
 - An outline of requirements will be distributed and discussed in class.
3. Case Study 2- Treatment Assignment
 - 30 Points. Individual project
 - An outline of requirements will be distributed and discussed in class.
4. Oral Presentation
 - 30 Points. Group project
 - An outline of requirements will be distributed and discussed in class.
5. Simulation Assignment
 - 20 Points. Individual project
 - An outline of requirements will be distributed and discussed in class.
6. Attendance and Participation
 - 10 Points total.
 - One point will be deducted from the final total points for EACH missing class.

Methods of Evaluation for Grading

Assessment Description Student Learning

Outcome (SLO)

% of Course Grade

Case Study #1 (30) SLO A-F, J-L 10 %

Case Study #2 (30) SLO A-M 10 %

Simulation Assignment (20) SLO A-M 6.67 %

Oral Presentation (30) SLO A-M 10 %

Exam #1 (60) SLO A-F 20 %

Exam #2 (60) SLO A-H 20 %

Exam #3 (60) SLO A-J 20 %

Attendance and participation (10) SLO A-M 3.33 %

Total Points= 300

Grades are distributed as follows (total points for this course is 300 points):

	Description	Letter Grade
90-100% (270 points and above)	Performance at the highest level showing sustained excellence.	A
80-89% (240-269.9 points)	Performance at high level showing consistent and effective achievement.	B

70-79% (210-239.9 points)	Performance at an adequate level meeting basic requirement.	C
60-69% (180-209.9 points)	Performance is less than adequate meeting minimum course requirements.	D
Below 60% (Less than 180 points)	Performance in which minimal course requirements have not been met.	F

The instructor reserves the right to adjust the above percentages (either up or down) or to utilize a curve distribution for grade assignment, in order to most accurately reflect student performance, consistent with the University's definitions for grade assignment, as discussed in University Course Catalog, under General Regulations and Procedures: Grades and Grading Procedures.

Lecture Notes

The instructor may provide lecture notes for lecture topics. However, the lecture notes do not represent all course content. The student is responsible for all assigned readings, projects, and in-class discussions/activities.

Social Media Policy

Social media is an umbrella term that encompasses the various activities that integrate technology, social interaction, and content creation. Social media includes technology (computers, phones, tablets) and is used in various forms (blogs, wikis, photo and video sharing, podcasts, social networking, mashups, virtual worlds, etc.). Means of accessing social media may include applications (Facebook, Instagram, Twitter, Skype, Snap Chat, YouTube, etc.). These devices and applications are subject to having content transmitted to others, with or without consent from the original author.

A. All students are expected to follow the CSULB Social Media Guideline <http://www.csulb.edu/sites/default/files/groups/marketing-communications/accessibleversionfinalapril2018-jmp.pdf>

B. Per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html>, no information, pictures, videos or descriptions of clients/families can be posted on social media sites. Please see the full HIPAA policy in the Clinical Practicum Handbook. Violation of HIPAA regulations may result in disciplinary action being taken by the University against the student. The SLP Department takes all violations of HIPAA regulations and the Social Media Policy seriously. Sanctions imposed on violators vary with the seriousness of the violation, ranging from a written reprimand, to dismissal from the graduate program.

C. Students should use caution and good judgment when posting information to electronic communications and social networking sites, both personal and those that are related to the CSULB and/or the Department of Speech-Language Pathology.

Students should follow the criteria below:

A. No posting, photos, or recordings are allowed during class or clinical experience except when approved by the faculty member or supervisor responsible for the learning experience. Under no circumstances will a client be photographed without a signed photo release from that individual. Students and faculty should obtain verbal permission from friends or colleagues before posting on social media.

B. Using social media for sharing of class material with anyone who is not enrolled in the course and sharing of academic assessment material (e.g. tests) without express permission from the instructor is explicitly prohibited.

C. Careful consideration should be given to any posting on social networks. Students create personal public images with these posts. However, they also represent the SLP Department, CSULB, and the field of speech-language pathology.

D. Students should carefully consider the way they describe the program, clinical assignments, and professional experiences. Respectfulness and professionalism are expected. Use of social media that results or could result in individual or group harm, physical or emotional (e.g., damage to an individual's personal or public reputation or harassment resulting in personal or public humiliation of others), will not be tolerated.

Violations of these professional behavior standards will result in the following tiered consequences

A. First occurrence: Student receives a verbal and written warning which is placed in the student's file. The student must meet with the graduate program coordinator.

B. Second occurrence: Student will be reported to the College and University. Consequences of violations will be determined by the Department, College, and University after a full investigation.

Attendance Policies

Attendance is mandatory for this course. One point will be deducted from the final total points for EACH missing class. Students are expected to attend all scheduled class meetings, including scheduled examinations. Non-university-excused absences or university-excused absences without valid and official documents are not acceptable and will further affect your final grade.

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Students may have a valid reason to miss a class. When any of the following reasons directly conflict with class meeting times, students are responsible for informing faculty members, of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible. Excused absences include, but are not limited to:

A. Illness or injury to the student, or medical condition, including those related to pregnancy

B. Death, injury, or serious illness of an immediate family member. An immediate family member is defined as a close relative, or a person residing in the immediate household of the student

C. Religious reasons (California Education Code section 89320)

D. Jury duty, military service, or government obligation

E. University sanctioned or approved activities (examples include but are not limited to: artistic performances, participation in scholarly conferences and presentations, intercollegiate athletic activities, student government, required class field trips, etc.)

Faculty members are not obligated to consider other absences as excused.

The earliest possible notification is preferred for all excused absences. Advance notification minimally one week in advance is required and verification may be requested for the following absences: Jury duty, military service, or other government obligation; religious reasons; university-sanctioned or approved activities.

Statement of Non-discrimination

California State University, Long Beach is committed to maintaining an inclusive learning community that values diversity and fosters mutual respect. All students have the right to participate fully in university programs and activities free from discrimination, harassment, sexual violence, and retaliation. Students who believe they have been subjected to discrimination, harassment, sexual violence, or retaliation on

the basis of a protected status such as age, disability, gender, gender identity/expression, sexual orientation, race, color, ethnicity, religion, national origin, veteran/veteran status or any other status protected by law, should contact the Office of Equity & Diversity at (562) 985-8256, University Student Union (USU) Suite 301, <http://www.csulb.edu/depts/oed/>.

Statement of Accessibility

All instructors shall be familiar with best practices in making their syllabus and course documents accessible to all students and upon request provide the format need for the student. Instructors can access best practices at the following link.

http://www.csulb.edu/divisions/aa/academic_technology/itss/course_materials/accessibility/

Accommodation

It is the student's responsibility to notify the instructor in advance of the need for accommodation of a university verified disability (PS 11-07, Course Syllabi and Standard Course Outlines).

Students needing special consideration for class format and schedule due to religious observance or military obligations must notify the instructor in advance of those needs.

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Students who require additional time or other accommodation for assignments must secure verification/assistance from the CSULB Bob Murphy Access Center (BMAC) office located at Student Success Center (SSC) Room 110. The telephone number is (562)985-5401.

Accommodation is a process in which the student, BMAC, and instructor each play an important role. Students contact BMAC so that their eligibility and need for accommodation can be determined. BMAC identifies how much time is required for each exam. The student is responsible for discussing his/her need with the instructor and for making appropriate arrangements. Students who are eligible to receive accommodation should present an Accommodation Cover Letter and a BMAC Student/Teacher Testing Agreement Form to the instructor as early in the semester as possible, but no later than a week before the first test. (It takes one week to schedule taking an exam at the BMAC office.) The instructor welcomes the opportunity to implement the accommodations determined by BMAC. Please ask the instructor if you have any questions.

Cheating and Plagiarism (CSULB Catalog, AY 2019-2020)

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledge of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; or close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor. Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from

verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination would include, but not be limited to the following: copying, either in part or in whole, from another test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of

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an exam without the permission of the instructor; using or displaying notes; "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when the test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism as defined and altering or interfering with the grading procedures. It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

Academic Action

"One or more of the following academic actions are available to the faculty member who finds a student has been cheating or plagiarizing. These options may be taken by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. These actions may be taken without a request for or before the receipt of a Report from the Academic Integrity Committee.

A. Review – no action.

B. An oral reprimand with emphasis on counseling toward prevention of further occurrences;

C. A requirement that the work be repeated;

D. Assignment of a score of zero (0) for the specific demonstration of competence, resulting in the proportional reduction of final course grade;

E. Assignment of a failing final grade;

F. Referral to the Office of Judicial Affairs for possible probation, suspension, or expulsion."

Withdrawal Policy

Regulations governing the refund of student fees in the California State University system are prescribed by the CSU Board of Trustees; see California Code of Regulations, Title 5, Education, Section 41802.

Withdrawal during the first two weeks of instruction

Students may withdraw during this period and the course will not appear on their permanent records.

Withdrawal after the second week of instruction and prior to the final three weeks of the regular semester (20% of a non-standard session) of instruction:

Withdrawals during this period are permissible only for serious and compelling reasons. The approval signatures of the instructor and department chair are required. The request and approvals shall state the reasons for the withdrawal.

Students should be aware that the definition of "serious and compelling reasons" as applied by faculty and administrators may become narrower as the semester

progresses. Copies of such approvals are kept on file by Enrollment Services.

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Withdrawal during the final three weeks of instruction:

Withdrawal during the final three weeks of instruction are not permitted except in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student's control and the assignment of an Incomplete is not practical. Ordinarily, withdrawal in this category will involve total withdrawal from the campus except that a Credit/No Credit grade or an Incomplete may be assigned for other courses in which sufficient work has been completed to permit an evaluation to be made. Request for permission to withdraw under these circumstances must be made in writing on forms available from Enrollment Services. The requests and approvals shall state the reasons for the withdrawal. These requests must be approved by the instructor of record, department chair (or designee), college dean (or designee), and the academic administrator appointed by the president to act in such matters. Copies of such approvals are kept on file by Enrollment Services.

Limits on Withdrawal:

No undergraduate student may withdraw from more than a total of 18 units. This restriction extends throughout the entire undergraduate enrollment of a student at CSULB for a single graduation, including special sessions, enrollment by extension, and re-enrolling after separation from the University for any reason.

The following exceptions apply:

- Withdrawals prior to the end of the second week of a semester (13%) of instruction at CSULB,
- Withdrawals in terms prior to fall 2009 at CSULB,
- Withdrawals at institutions other than CSULB, and
- Withdrawals at CSULB for exceptional circumstances such as serious illness or accident (the permanent academic record will show these as a WE to indicate the basis for withdrawal).

Medical Withdrawal:

CSULB may allow a student to withdraw without academic penalty from classes if the following criteria are met:

- A completed Medical Withdrawal Form, including any required documentation, is submitted to Enrollment Services before the end of the semester, and
- The student presents evidence to demonstrate that a severe medical or debilitating psychological condition prevented the student from attending and/or doing the required work of the courses to the extent that it was impossible to complete the courses.

Campus Behavior

Civility Statement

California State University, Long Beach, takes pride in its tradition of maintaining a civil and non-violent learning, working, and social environment. Civility and mutual respect toward all members of the University community are intrinsic to the establishment of excellence in teaching and learning. They also contribute to the maintenance of a safe

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and productive workplace and overall healthy campus climate. The University espouses and practices zero tolerance for violence against any member of the University community (i.e., students, faculty, staff, administrators, and visitors). Violence and

threats of violence not only disrupt the campus environment, they also negatively impact the University's ability to foster open dialogue and a free exchange of ideas among all campus constituencies (CSULB Catalog, AY 2015-2016, p. 855).

Preferred Gender Pronoun

This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. You may also change your name for BeachBoard and MyCSULB without a legal name change. To submit a request, go to MyCSULB/Personal Information/Names. If you have any questions or concerns, please do not hesitate to contact me.

Accommodations for Religious Holidays & Military Service

Students needing special consideration for class schedules due to religious observance or military obligations must notify the instructor at least one week in advance; for those established religious observances, the instructor should be notified during the first week of instruction.

Classroom Expectations

All students of the California State University system must adhere to the Student Conduct Code as stated in Section 41301 of the Title 5 of the California Code of Regulations as well as all campus rules, regulations, codes and policies. Students as emerging professionals are expected to maintain courtesy, respect for difference, and respect for the rights of others.

Unprofessional and Disruptive Behavior

It is important to foster a climate of civility in the classroom where all are treated with dignity and respect. Therefore, students engaging in disruptive or disrespectful behavior in class will be counseled about this behavior. If the disruptive or disrespectful behavior continues, additional disciplinary actions may be taken. This includes a commitment to maintain established classroom policies against voice and/or video recordings (including photos) unless permitted for ADA accommodations as noted above.

***Alternative Mode of Instruction (AMI) Considerations: Zoom Netiquette**

This term refers to etiquette with technology while using Zoom. A few things to keep in mind are:

- Dress appropriately as if you were sitting in a face-to-face class.
- While not required, it is strongly suggested you keep your video on to maintain the strong interpersonal quality of a traditional face to face class. If there are personal circumstances preventing you from keeping your video on, please reach out to me directly to discuss alternative ways of maintaining active classroom engagement.
- Think about your background – remove items that may be distracting to others, including distracting virtual backgrounds. I suggest sitting in front of a blank wall if you can.
- Speak to the camera and not the screen.
- Raise your hand to speak and don't interrupt others while speaking.
- Keep microphone muted when you are not speaking—this will prevent inadvertent noises, such as coughs, rattling papers, or chair squeaks, from interrupting others
- Make use of Zoom's chat function.
- Use your full name to identify yourself in Zoom.
- Close any windows or programs open on your device that are unrelated to your meeting.

For further information, please see “Zoom Meetings Best Practices” from California State University, Long Beach at <https://www.csulb.edu/academic-technology-services/instructional-design/zoom-meetings-best-practices>