



## Spalding Zoom Course Protocols

I understand and agree to comply with the following Spalding Zoom course protocols:

- Workspace must be set up in a quiet, stationary area without distractions. Examples:
  - Avoid having other people in the room.
  - Do not use your phone to Zoom and multitask i.e., attend appointments, drive, make food, etc.
- Camera must remain on throughout the entire time of each session.
  - The instructor needs to see your face in the camera view at all times.
  - Instructor will note absence if camera is off.
    - Missing more than 30 minutes of a session is considered an excused absence.
    - Missing more than 60 minutes of a session is considered an unexcused absence.
- Course sessions are not recorded.
  - Participant must be available and focused on the course session during the designated times and days.

**Participants may be marked absent or will receive an incomplete for the course if they fail to comply with the above protocols.**