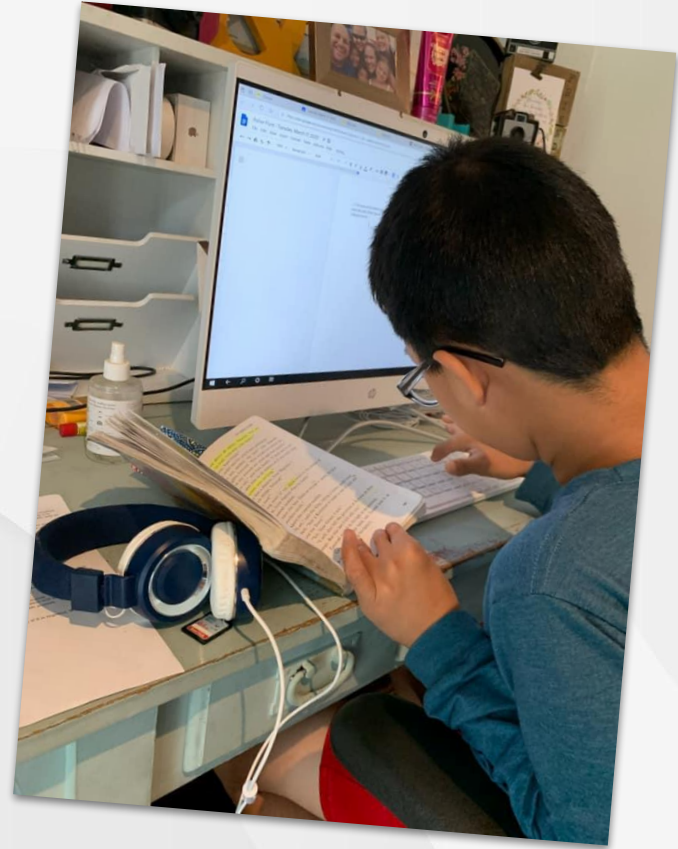


8 TRAITS OF A PROFESSIONAL DISTANCE LEARNER

1. Professional
2. Purposeful
3. Prepared
4. Proper Place
5. Posture
6. On Point
7. Polite
8. Proficient



1. PROFESSIONAL

Relating to or connected with a profession.

Student - a person who is studying at a school or college.

You are a **PROFESSIONAL STUDENT**. You want to be an effective learner and be **SUCCESSFUL**.



2. PURPOSE: WHY ARE WE HAVING THIS CALL?

To Do

- To learn!!
- To connect with one another
- To ask questions

NOT TO DO

- Eat lunch or breakfast
- Make distracting noises (mute when not talking)
- Distract others (private chats while teacher is talking)
- Get off purpose for the meeting



3. PREPARED: AM I READY FOR THIS CLASS?

TO DO

- Read your assignments
- Write notes down about the assignments
- Have questions ready
- Communicate ahead of time if you're going to miss class
- Have materials needed for the class (pen and pencil)
- Attend to your personal needs before class starts
- Dressed appropriately



NOT TO DO

- Come late to the meeting
- Ask the teacher questions if you haven't prepared
- Have to leave class to get a pen or go to the bathroom
- Look unkempt, hair unbrushed, inappropriate clothing

4. PLACE: DO I HAVE A PLACE TO GO TO CLASS?



A GOOD PLACE HAS

- Good lighting
- A table to write on
- The best Internet connection I can get
- An appropriate background

A BAD PLACE

- Your bed - NOT PROFESSIONAL
- Laying down on a couch - NOT PROFESSIONAL
- Taking a shower - NOT PROFESSIONAL (and not dress code)



5. POSTURE

To Do

- Sit up straight
- Be ready to learn
- Appropriate distance from camera (not too close or too far)



NOT TO DO

- Laying in bed
- Laying on the floor
- Covered in a blanket
- With no materials



6. ON POINT

To Do

- Stay on topic of the class
- Keep distracting sounds out
- Eliminate distracting videos
- Go in “speaker view” when teacher is talking

NOT TO DO

- Ask about a specific issue with a grade or an assignment you may or may not have done (private message or set an appointment)
- Want to “hog the mic”
- Forget to mute your mic when you’re having a conversation or noises are in the background
- Go in Gallery View when teacher is talking
- Chat someone privately during class



7. POLITE

To Do

- Have good manners
- Take your turn
- Be helpful
- Be respectful of others and their time

NOT TO DO

- Eating
- Slurping or making drinking noises
- Publicly ask to go to the bathroom (privately message teacher or just turn off webcam)
- Clean your teeth by looking at your iphone screen
- Anything you wouldn't do in polite company face to face!!!
- Draw on someone's screen without permission



8. PROFICIENT

To Do

- Know how to use the system
 - Mute Mic / Turn on Mic
 - Turn off Camera / Turn on Camera
 - Raise Hand / Lower Hand
 - Share Screen / Unshare Screen
 - Annotate / Erase
 - How to not get an echo or feedback
- Help others in a kind way to learn more



NOT TO DO

- Take advantage of someone who isn't as proficient as you are
- Cause disruption in the class because you know how to do something others do