

Please show up on time at the scheduled time.

 Find a quiet place, free from distraction (siblings, pets, parents, televisions).

 Maintain RESPECT in both speaking, writing, and appearance.

 Stay on mute. Please click the "raise hand" button if you would like to contribute.

Video needs to remain ON to promote focus. Eye contact should be maintained.

 Refrain from chewing gum, eating, or drinking in front of the camera.

REMEMBER, THIS IS A CLASS, SO TREAT IT AS SUCH!