LAU
School of **Architecture and Design**

PROTOCOLS FOR ONLINE LEARNING

STUDENT RESPONSIBILITIES

INTRODUCTION

Digital technologies and global circumstances are radically changing learning practices in higher education. SArD's Protocols for Online Learning, outlines students' responsibilities for online learning. This document includes both general and arts & design-specific guidelines for students.

Your Duties

It is imporant to be prepared for your online classes just as you would for face-to-face sessions. To help you be prepared:

• Establish a quiet workspace with the appropriate technological requirements and working tools to access a class session

• Be logged into the class session at the appropriate time.

• Log out of all social media so you are not distracted during class time.

• Check your email at least twice per day and keep track of casual class WhatsApp groups for constant tips and further support on homework.

• Communicate with your Instructors regularly via email (or any assigned learning platform as agreed), to make sure you are progressing well with coursework requirements.

Online Class Etiquette

As with face-to-face classroom interactions, following basic etiquette helps to maintain a professional teaching/learning environment for everyone.

• Keep your Microphone OFF and Turn Microphone ON only when asking a question or participating in a discussion.

• Keep your Camera ON, most of the time.

• Keep Phone use restricted to learning (don't chat, game or check social media while in class)

• Contribute to class discussions.

Your Commitments

Just like in face-to-face courses you need to abide by deadlines. Likewise, in studios it is imperative to attend class the relevant process work prepared and ready to present.

• Complete all online and offline learning tasks, homework and assignments prior to the class session for which they are due.

• Pay attention to assignment parameters, set deadlines and adhere to them.

• Document your design/art process properly and ahead of each class session. Always be ready to share your work during a class session. Ensure that the photographs of your 2D works are well-taken (lighting and framing) and that all your 3D works are docments through video (landscape format and against a plain background)

• Submit files using the requested formate, labeling conventions and submission platform set by the instructor.

• In studios, have your working tools/ papers/materials ready, if required to work during class time.

Office Hours and Scheduling

• Learning in general and art/design learning more specifically are self-paced. Make sure to set up a sensible schedule for working from home.

• Benefit from the advantages of additional guidance from your instructors during thei onine office hours by making sure you have proceeded in working on given assignments and have prepared a list of questions you may have in relation to coursework or assignments prior to logging in to meet with your instructor during office hours.

• Be courteous to your instructors by avoiding to say that you are lost, and don't know what to do – because this means that all the efforts extended during class to deliver the course material to you, were in vain. Instead, be proactive, start working to try to figure things out and have something ready to exchange on to get the most out of instructor feedback.

• Set up times to connect and collaborate with your classmates.