



# ADLER UNIVERSITY

## VIRTUAL MEETINGS/SYNCHRONOUS ONLINE SESSIONS

### Professionalism Guidelines

The Counseling and Integrated Programs Department has established the following for virtual meeting/synchronous online sessions.

A student is expected to adhere to ethical and professional guidelines as referenced by ACA Code of Ethics and CACREP standards:

- Attend virtual meeting/synchronous online sessions via their Adler [zoom account](#) (i.e., HIPAA secured platform)
- Ensure that they are ready to begin on time, return from breaks on time, and maintain a consistent audio/visual presence and engagement throughout the entire session.
- Notify the course instructor or meeting organizer if they are unable to attend a scheduled class session or meeting prior to the start time.
- Treat the virtual classroom or meeting environment with the same level of professionalism and respect as an in-person interaction.
- Demonstrate respect and courtesy towards the course instructor and classmates.
- Ensure that camera, screen sharing, and attire are appropriate.
- Use the chat function for relevant, professional, respectful communication. It is possible that chat dialogue sent via the videoconferencing software may be seen by the course instructor, meeting organizer, or others in attendance.
- Limit distractions in the environment. A student can do this by muting their microphone when not speaking, wearing headphones to avoid echoes and background noises, and reducing possible interruptions within the environment.
- Work in a private confidential space to help avoid distractions and maintain privacy. For example, no other individual is present. A student is expected to be conscious of protecting the privacy of classmates and content discussed in the classroom when a private space is not available.
- Do not drive during a virtual meeting/synchronous online session.
- Use a computer instead of a mobile device
- Be mindful when sharing their screen or desktop and avoid showing inappropriate materials. For example, personal email, pictures, client information.
- Refrain from smoking cigarettes, vaping, drinking alcohol, or using other drugs during a virtual meeting/synchronous online session.