

## **Virtual Class Procedures and Policies**

1. Virtual classes will be held using our Go to Meeting platform or any other similar program like Zoom, Any Meeting, Skype etc.
2. The training center is upgrading its virtual class capabilities by providing better equipment to the instructors who teach their virtual class in the training center. Bluetooth headset and better cameras are available for use in the training center.
3. Virtual Classes will be scheduled the same date and time as stated in the 2020-2021 class schedule. The duration of the class must be a minimum of 150 mins. in order for the apprentices to receive their required RTI hours according to our apprenticeship standards.
4. Apprentices are required to stay on camera throughout the entire class session to receive attendance for their class. Apprentices must have a combination of the following in order to accomplish this goal; (1) A laptop with a web cam, (2) An iPad and a cell phone with internet capabilities and cameras, (3) Two cellphones with internet capabilities and cameras.
5. While attending their online classes apprentices must be properly dressed, being shirtless or wearing a tang-top is not proper attire for attending our online class. Apprentices who violate our dress code will be kicked of the online class and won't receive credit for the class.
6. Apprentices must attend their online classes on time and be in a professional setting/ environment. The apprentice's environment should not cause disruption towards the other students or the instructor. To the discretion of the instructor, he/she may dismiss an apprentice from the online class if the apprentice's environment is not suitable for online learning. This includes but not limited to, excessive background noise, attending class laying down in bed, eating while in class etc....
7. In order to keep the apprentices engaged, instructors need to encourage participation of the apprentices in class by using interactive power points, videos, group activities through zoom etc. and administering a quiz/ test, or assigning homework to be turned in at the end of the night.