

Come to an agreement with your students at the beginning of the class

At the beginning of the class the students and teachers can reach an agreement. In this agreement the following can be pointed out:

- Studies at the Leuphana University Lüneburg comply with the fundamental concepts of humanism, sustainability, and action orientation.
- Academic life is characterized by an air of diversity and mutual appreciation.
- Humanist action orientation signifies an action orientation for the common good as well as an active positioning against discriminatory, racist, antifeminist, and anti-Semitic positions.
- A considerate, gender-neutral usage of language is appreciated.

Further items that should be added to the agreement:

- Rules for communication and feedback, usage of the chat (in the plenum, in the group work rooms, and in private messages),
- dealing with file sharing,
- dealing with camera issues, if participants wish to not send any live images,
- ability to use neutral backgrounds instead of their private rooms while their cameras are turned on,
- contacting each other,
- handling sensitive files.

Adding terms to the agreement, e.g.:

- Addressing participants: Which pronouns do you prefer? What are the rules for communication and discussions? Which channels of information are used and what information is provided?
- Your availability as a teacher: What are your office hours and how can students reach you in case of last-minute questions or issues?
- Times for preliminary evaluations in class and feedback rules.
- On the utilization of cameras and microphones: Should the cameras of all the participants be turned on at all times? Activation of microphone only when a person is speaking (with the exception of the hosts).
- An understanding on screenshots, photos or videos of the screen/the Zoom meeting.
- Whether the video conference can be recorded or not.
- On the saving of the chat history by the (co-)hosts.