

## Live-Online Continuing Education Course Participation Policy

### System Requirements

For adequate delivery and participation in the course an internet upload/download speed of at least 2 Mbps is recommended. A simple way to test your internet speed is by your ability to stream online videos (such as through Netflix, Amazon, Hulu, YouTube, etc.). If you can stream a video uninterrupted then your internet should be sufficient. A call-in number can be provided for computer systems that do not have sufficient audio capabilities.

Students should have a webcam for participation in the course. Webcams are used to verify attendance and ask questions. To improve bandwidth and limit potential connectivity issues, students may turn off their camera when not in use.

Each student will be required to sign into the course on their own device (no shared enrollment)

Courses are conducted using ZOOM. If you are unfamiliar with ZOOM and its features, a series of online tutorials are available on how to register your ZOOM account and navigate its features. These tutorials can be access on the School of Irrigation website at <http://irrigation.tamu.edu/zoom>

### Learning Environment and Participation

Students should plan to attend the course from a safe and suitable location. The chosen location should be free of distractions and disruptions that could affect both the individuals' and those attending the courses learning environment.

Example of inappropriate environments include:

- Driving or Riding in a vehicle
- In a public area such as a store or shopping center
- Areas with loud noises that can distract attendees (i.e., dogs barking, children playing or crying, near loud equipment)

It is recommended that students mute their microphone while the instructor is lecturing to avoid disruptions from unintentional noises such as phone ringing or sneezing/coughing. The instructor will notify students when it is appropriate to unmute to ask questions and participate in discussions.

Students will be required to be present for the entire course and participate in worksheets and polls to receive CEU credit for the training. A random series of attendance/participation polls will be conducted throughout the course. Students will have one minute to provide a logged response to the poll. Failure to provide a logged response to the poll can result in denial of continuing education credit

For additional questions about attending a live-online course, contact Charles Swanson, by phone: (979) 845-5614 or by email: [clswanson@tamu.edu](mailto:clswanson@tamu.edu)