

## **Guidelines for Promoting Inclusive and Positive Virtual Learning Environments**

The mission of the Learning Environment Office (LEO) is to foster an inclusive learning environment where teachers, staff, and learners thrive, and relationships are mutually respectful and beneficial to each other and to institutional climate.

As large portions of curricula and didactics are now occurring in a virtual setting, it is important that we implement new measures to ensure inclusive and positive learning environments free from mistreatment. The virtual learning environment creates blurred boundaries between personal and professional uses of space. Due to increased reports of mistreatment, primarily student-on-student harassment within virtual environments, LEO offers the following guidelines and recommendations:

- 1. Include Zoom Etiquette in your syllabus or other instructions regarding didactics. Consider including this in your orientation and have presenters include it on a slide during each online session.**

### **Zoom Etiquette**

- Virtual classrooms and online small groups are professional settings. You must conduct yourself in the same manner as you would in any classroom in a professional degree program by adhering to University policies and expectations of professionalism and respect.
- Your first and last name should be included on your sign in.
- We encourage including pronouns next to your name.
- Adding a photo to your profile is encouraged. Please ensure that the photo is appropriate for a professional setting.
- In large group settings, turning your camera on is optional.
- In large group settings, if you would like to speak to answer or ask a question or make a comment, turning on your camera is encouraged but not required.
- In small group settings, turning your camera on is encouraged. Getting to know members of your small group is an important part of small group activities in the curriculum.
- Chat should be used for learning purposes only: to ask a question, answer a question, or make a comment related to course content. The chat is recorded; any unprofessional comments can lead to professionalism referrals to LEO and other appropriate entities.

- 2. Make a deliberate decision about the use of the chat.**

Consider whether you should allow for private chat in your online sessions. Private chat allows communication between individuals who may or may not otherwise share their personal contact with one another. Our recommendation is that the chat settings on Zoom be set to allow for only chat to everyone or chat to the host/instructor.

### **3. Include the following statements in your syllabus or handbook:**

#### **Title IX Statement**

As UNM faculty members, we are required to inform the Title IX Coordinator at the Office of Equal Opportunity ([oeo.unm.edu](http://oeo.unm.edu)) of any report we receive of gender discrimination, which includes sexual harassment, sexual misconduct, and/or sexual violence. You can read the full campus policy regarding sexual misconduct at <https://policy.unm.edu/universypolicies/2000/2740.html>. If you have experienced sexual violence or sexual misconduct, please ask a faculty or staff member for help or contact [LEO](#) or the [LoboRESPECT Advocacy Center](#).

#### **UNM SOM Learning Environment Statement**

At the University of New Mexico School of Medicine, we believe that all learners should be treated with respect and dignity. They are to be offered a learning environment that is positive and in which they have the opportunity to thrive, be respected, and feel valued. If you believe you have been mistreated and wish to report an incident of mistreatment to LEO, please go to the [website](#) below and click on the “Report Mistreatment” button. Please note, when reporters share their contact information with LEO, actions are not taken without consent of the learner. <https://hsc.unm.edu/school-of-medicine/education/learning-environment-office.html>

#### **Undocumented Student Statement (where applicable)**

The University of New Mexico School of Medicine supports the rights of undocumented students to an education and to live free from the fear of deportation. We will not disclose the immigration status of any student who shares this information with us unless required by a warrant, and we will work with students who require immigration-related accommodations.