



VIRTUAL BANK SCHOOL NORMS

The success of Bank School relies on active engagement from all participants. As a community, we are committed to making that happen in a virtual classroom. Here are a set of norms to follow so that can happen:

1. Prepare for class.
 - a. Watch the "meet the faculty" videos in the newsletters sent in the weeks leading into the program.
 - b. Familiarize yourself with the Bank School Portal. All of your class materials will be located here in addition to other important documents.
 - c. Complete any pre-work or in-between work assigned. Information for the next day's classes will be posted on the student portal by 4:00pm.
 - d. Read the daily Bank School Newsletter.
 - e. Please have all required class materials either open on your second screen or printed and in front of you along with materials to take notes.
2. Get to know your classmates and instructors.
 - a. Review the faculty flipbook and student flipbook.
 - b. Reach out to your fellow classmates over email to start or continue to build relationships. It will make your classroom discussion richer.
3. Each instructor will do things a bit differently and will have their own classroom norms. Please familiarize yourself with their preferences before class.
4. Stay present in the conversation during class. Leave the video on and engage with the camera.
5. Expect to be called on. If a classmate has been called on and is struggling to find the answer, please help them out in the chat feature.
6. Be respectful when others are speaking. Please keep yourself on mute unless you have been acknowledged by the instructor to participate verbally.
7. If you have a question, please raise the blue hand in Zoom. If the conversation moves on, lower your hand and keep track of your question for office hours.
8. Use nonverbal behavior to communicate. Questions can sometimes be answered with a simple thumbs up. Nodding agreement can move the discussion forward.
9. Create an environment in which active listening is possible. Attend class from a quiet place with few visual distractions. Avoid backlighting like windows and bright lamps. Place your laptop on a solid surface for best sound. Do not engage in other electronics or social media during class.



VIRTUAL BANK SCHOOL NORMS

10. Use the chat feature for comments directly related to the class discussion or to raise technical issues. It is your second voice and can be powerful. Please note - VBA staff will have access and be monitoring all chats (public and private).
11. Attendance will be taken and monitored for each class.
12. If you are having any technical difficulties, please text VBA staff immediately so we can try to help you troubleshoot.
12. Be generous with each other and the faculty. We're in this together.

We are excited about creating this new experience with you! If you have any questions, please reach out to a member of the VBA staff.