Student Guide to Remote Participation

This site provides details about how students should access and participate in MIT Sloan courses that allow for remote participation.

Expectations of Remote Students at MIT Sloan

- Connect to the video conference meeting five minutes before class start time and to be entirely settled in a controlled environment by the beginning of the class meeting. Your calendar should be blocked off, your staff be made aware of this time, and considered equivalent to any meeting which cannot be interrupted.
- Set usernames to display full name, program, and graduating year (e.g. John Doe, EMBA20). Do this at the initial login prompt in the "Screen Name" field. If you have signed up for an account at https://mit.zoom.us, then it will get the information from your profile.
- Be present and attentive during class. Students who are engaged in other activities, unresponsive in the chat, disruptive to the class, or failing to meet any of these expectations will be put on brief hold by the TA. A report will be sent to the EMBA staff whenever a remote participant is placed on hold multiple times in a single meeting.
- Maintain an uninterrupted video image of one's entire face throughout the duration of the class. Interruptions of a remote student's image are considered the equivalent of a local participant exiting the classroom or inviting distractions into the classroom. This includes poor framing, bandwidth, lighting, colleagues entering your office, driving while joining the meeting, and/or obstructions to a student's webcam.
- Interact with instructors and local participants through audio. The TA is not responsible for vocalizing your questions in class. S/he can draw the faculty member's attention towards your request. At which point, s/he will introduce you and unmute your microphone.
- Direct all content specific questions to the TA and technical support questions about your personal technology to Zoom (https://zoom.us/support). The local technician is present exclusively to support the audiovisual technology in the classroom.
- Attend class locally, if circumstances allow. Please verify with the TA that there are seats available in the room.
- Do not operate a vehicle while attending class.
- Wear headphones, preferably with a built-in microphone.
- Report all feedback to the Improvement Survey.

Best Practices for Remote Connection

Remote participants should be connected and settled into a controlled environment before class begins. Please notify people in your local environment that you are in a meeting which cannot be disturbed. Any distractions in your background are considered to be the equivalent of a local participant inviting such distractions into the classroom. The brightest window ought to be in front of you, behind your device. Connect audio by your computer through internet audio. "Call me" numbers and other dialing features are reserved for special circumstances. Connect a second extended display on your computer to allow for Zoom's "dual screen mode." This allows for additional layout features and provides a much clearer view of the slides. Utilize headphones with a built-in microphone to prevent an echo back from the room and improve the overall audio experience. Please review the STS document: How to Remotely Participate in Class.

Best Practices for Asking Questions Remotely

If you have a question or comment, please indicate so in the group chat (e.g., type "I have a question regarding cost-based reimbursement"). To save time, there is no need to type out the full question or comment. The professor or guest will provide several opportunities to participate in each class. At such a time, the TA indicates there are pending questions in the remote audience. While your question is being announced, please unmute your microphone and ask your question at the appropriate time. To ensure that all the lecture material is covered, the professors may be unable to answer every question. Feel free to send an email to the TA or the professors with additional questions on lecture material.

Support Channels for Remote Students

The Teaching Assistants are your primary line of contact for all questions, comments, or concerns about the course. Because they are familiar with the instructor's policy for each course, the TAs are the first point of contact for permissions to gain access to the remote participation or course capture viewing. For personal technology issues connecting, contact Zoom's Education Support by calling (888) 799 -9666 ext. 2. They will be the best suited for troubleshooting your issues remotely. When you are on campus, please visit the STS Help Desk in e52-001a. For general feedback, please fill out the Improvement Survey and provide your email address.

AY2019 Fall Courses Offered with Remote Participation (subject to change)

By clicking on any of the following links, you agree and commit to all expectations outlined, linked to, and described above.

Course Number	Course Name	Day	Time	Room	Zoom Link	Instructor	TA
15.S51	Your Career and the Law	Mon/Wed	4:00-5:30pm	E51-325	https://mit.zoom.us/j/335842797	John Akula, Lou Rodriques	Consuelo Ostale
15.777	Healthcare Lab	Mon/Wed	10:00-11:30am	E62-250	https://mit.zoom.us/j/765166372	Retsef Levi, Anne Quaadgras	Nicolas Renegar
15.618	Startups and the Law	Tue	4:00-6:00pm	E51-335	https://mit.zoom.us/j/651799905	John Akula	Marimer Guevara
15.769	Operations Strategy	Tues/Thurs	1:00-2:30pm	E62-262	https://mit.zoom.us/j/664636142	Yanchong (Karen) Zheng	Yufei Jiang

AY2019 Spring Courses Offered with Remote Participation (subject to change)

Course Number	Course Name	Day	Start Time	Room	Zoom Link	Instructor	TA

15.132	Medicine for Managers	Thurs	4:00 - 7:00pm	E62-250	https://mit.zoom.us/j/149750139	Richard Cohen	Ismail Degani
15.141	Economics of Health Care Industries	Tues/Thurs	10:00 - 11:30am	E51-325	https://mit.zoom.us/j/606530366	Joseph Doyle	Alli Koehler
15.618	Entrepreneurship, Innovation, Startups and the Law	Tues	7:00 - 9:00pm	E51-345	https://mit.zoom.us/j/651799905	John Akula	Lynman Woo
15.775	Analytics Proseminar	Thurs	6:00 - 8:00pm	E51-345	https://mit.zoom.us/j/666583287	Carine Simon	Van Ninh Pham
15.915	Strategies for Sustainable Business	Tues/Thurs	10:00 - 11:30am	E62-276	https://mit.zoom.us/j/930887198	M. Amengual, J. Jay, J. Sterman	TBD
15.S14	SSIM: GBAIR	Thurs	5:30 - 7:00pm	E62-276	https://mit.zoom.us/j/183343490	Simon Johnson, Jonathan Ruane	Timothy Glynn
15.S22	SSIM: Digital Tech and the Law	Mon	7:00 - 8:30pm	E51-345	https://mit.zoom.us/j/969043997	Lou Rodrigues, John Akula	Consuelo Cortina