German Fulbright Summer Institute
Student Handbook

Table of Contents
Welcome Message 2
MSU's Privacy Statement 3
Media Consent 4
Equipment and Software Requirement 5
Zoom and Zoom Etiquette 6
D2L 9
Student Code of Conduct 11
Welcome to the 2021 German Fulbright Summer Institute

The Visiting International Professional Program (VIPP) at Michigan State University (MSU) is delighted to welcome the 2021 German Fulbright Summer Institute students to a 3-week immersive intercultural academic exchange program from July 19 to August 6, 2021. The program will be held online through real-time interactive and collaborative learning.

Real-time Virtual Learning Awaits You
The Institute will expose the students to academic life and study in an American university through several distinct but interrelated curricular courses. These are Intercultural Communication and Leadership, Entrepreneurship and Business Case Studies, and Social Entrepreneurship and Innovation. Real-time zoom instructional sessions with case studies, group discussions, and hands-on, collaborative projects are designed to enable students to gain new knowledge and skills as well as to practice in group settings. A team of MSU students will work as class assistants and cultural ambassadors with the German Fulbright students throughout the Institute. Thousands of miles apart, but connected to learn, collaborate, make friends and have fun.

Student Handbook
This handbook is to provide you with a basic understanding of the virtual learning: from technology to behavior/conduct. It will help you prepare for the successful journey in virtual learning environment.
MSU Privacy Statement

MSU collects and processes personal information (including certain Sensitive Information, as defined in the European Union’s General Data Protection Regulation) that is submitted to MSU from individuals who are, for example, applying for admission to the University, enrolled in the University, employed with the University, or are alumni of the University. MSU processes such personal information as necessary in the exercise of the University’s legitimate interests, functions and responsibilities as a public higher education research institution. Personal information submitted to MSU is subject to MSU’s Institutional Data Policy.

MSU’s Data Policy
MSU may use information collected from students, alumni, faculty, staff and prospective employees to register and enroll persons in the University, provide and administer housing to students, manage student and employee accounts, provide academic advising, deliver education programs, analyze and improve education programs, outreach, make regulatory reports, comply with accreditation requirements and other related University processes and functions. MSU may also use information to conduct general demographic and statistical research to improve University programs. MSU may share information with third parties who have entered into contracts with the University to perform functions on behalf of the University, subject to the obligation of confidentiality and safeguarding from unauthorized disclosure.

Rights for Data Subjects in the European Union
If you provide information directly to MSU from a location in the European Union, you consent to the transfer of your personal information outside the European Union to the United States. To the extent applicable, the European Union’s General Data Protection Regulation (GDPR) grants data subjects in the European Union the right, in certain circumstances, to request access to, a copy of, rectification, restriction in the use of or erasure of your information. Your requests pursuant to the GDPR will be subject to the retention periods of applicable federal and state law. The GDPR provides further information about your rights. You also have the right to lodge complaints with your national or regional data protection authority.

Security
MSU uses appropriate technical and organizational security measures to protect your information when you transmit it to the University and when the University stores it on its information technology systems.

Read more at https://msu.edu/privacy
**Media Consent**

Students in the program are sometimes photographed and videotaped for use in program promotional and educational materials. **Media Consent Form** is included below and will be sent to you separately before the program commences for signing.

If you sign the form,

- You will authorize Michigan State University to record the image and voice of you and give MSU and all persons or entities acting pursuant to MSU’s permission or authority, all rights to use of these recorded images and voice. You will understand that said images and/or voice will be used for educational, advertising and promotional purposes in all conventional and electronic media, including but not limited to the Internet, and any future media.
- You will also authorize the use of any printed material in connection therewith. You will understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any form or manner without future or further compensation or liability, in perpetuity.

**Media Consent Form**

**Program Name:** German Fulbright Summer Institute  
**Program Date:** July 19 – August 6, 2021

I understand that in participating in the program hosted by the Visiting International Professional Program (VIPP) at Michigan State University (MSU), I may be photographed and videotaped for use in program promotional and educational materials.

By signing this form, I give permission to VIPP to record the image and voice of me, and use them in any printed material in connection therewith. I understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any form or manner without future or further compensation or liability, in perpetuity.

Name:

Date:

Signature:
**Equipment and Software Requirement**

The following hardware/software will be required to participate in online program.

- **Computer**: Students will need a stable, reliable computer, with one of the following operating systems: Mac OS X with Mac OS 10.7 or later; Windows 10 or 8 (or later). We do not recommend using a cell phone, iPad, or other tablet for joining classes.
- **High-Speed Internet Connection**: You will also need access to high-speed Internet, preferably accessible via Ethernet cable right into your computer. Using Wi-Fi may work, but will not guarantee you the optimal use of your bandwidth. The faster your Internet, the better. We recommend using a connection with a download/upload speed of 5/1.5 Mbps or better.
- **Updated browser like Chrome, Firefox, or Internet Explorer**
- **Webcam**: Students may use an external webcam or one that is built into the computer.
- **Headset**: We recommend using earphones with a microphone rather than the built-in microphone and speakers on a device. Using a headset or earphones with a mic reduces the level of background noise heard by the entire class.
- **Zoom**
- **D2L**
Zoom

Zoom is a cloud-based solution for video and audio conferencing, mobile collaboration, and online meetings and Webinars. Zoom's web-based conferencing uses high-quality video and audio and is accessible on MacOS, Windows, iOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing. Finally, this online solution can also connect to existing Polycom, Tandberg, LifeSize, and similar devices.

Zoom Instructions for Students

Before a Zoom Class:
1. You will need a computer with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

To ensure a pleasant experience with your first Zoom Meeting, we highly encourage individuals to download and install the Zoom Application beforehand. To download and install the Zoom Application:

Windows & Mac: http://zoom.us/download (download the Zoom Client for Meetings)
Run the downloaded program to install it on your computer.
iOS (iPhone): https://itunes.apple.com/us/app/id546505307 or Find “ZOOM Cloud Meetings” in the App Store
Android: https://play.google.com/store/apps/details?id=us.zoom.videomeetings or Search for “Zoom Meetings” in Google Play

2. You will receive the zoom class link and password.

To join the Zoom Class:
1. At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application.

2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without clicking on the invitation link by going to https://zoom.us/join on any browser and entering the Meeting ID provided by us. If you are a new user, you can sign up and activate your Zoom account there.

During the Zoom Class
Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand when you want to ask questions or make comments. You may also change your screen name in the participant list.
- Share your screen – this allows you to present to the group with PPT or other files on your computer.
- Chat – this allows you to send messages to the entire class or individuals.

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

For more information on Zoom, please check https://support.zoom.us/hc/en-us/sections/201740096-Training
**Zoom Etiquette**

To ensure a successful zoom classroom meeting, and engage in a productive learning environment, please keep the following “do’s and don’ts” in mind:

**Do’s**
- Find a clean, quiet space and dress appropriately.
- Let all household members know when and where you will be in class, and ask them not to disturb you.
- Make sure your full name shows up appropriately.
- Be aware of your background, lighting, and noise.
- Mute until you are required to talk. Use the Zoom functions to communicate if needed (chat, raise your hand, answer yes/no, etc.).
- Turn off/silence cell phone and close other windows on your computer.
- Be on time to class and login at least a few minutes earlier to ensure your technology is working properly. Communicate with your instructor if you will be late or if you have connection issues during class.
- Pay attention! Maintain eye contact with the speaker on the screen.
- Be prepared to take notes (on your computer or in a designated notebook) or to access course material.
- Be actively involved in discussion. Any discussion will not be recorded to allow all students to speak freely.

**Don’ts**
- Do not enter a zoom that you weren't invited to, share the zoom access information for your class with others, or enter under a different name.
- **Do not take screenshots, cell phone pictures, or record and share any part of the program.** Lectures may be recorded and made available on program webpage.
- Do not change your name or change your zoom background during the meeting.
- Do not walk around during the class meeting.
- Do not use the chat for side conversations with classmates.
- Do not sit in front of a window or bright light, this will make your face too dark to see.
- Do not have conversations with household members off camera.
- Do not allow household members to walk around behind you during the meeting.
- Do not engage in texting, social media, work from other classes, or other distractions while in class.
**D2L (Desire-to-Learn)**
D2L is an integrated learning platform adopted by MSU as the main teaching and learning platform. It enables students to communicate with instructors easily and access all course materials. Non-MSU students can access to D2L using MSU Guest Account.

**How to Register MSU Guest Account?**
**MSU Guest Account** grants limited access to web-based MSU services for users who are not affiliated with MSU directly. [https://tech.msu.edu/msu-guest-account/](https://tech.msu.edu/msu-guest-account/) This website provides detailed step by step instruction on how to register your guest account to D2L. Please make sure you register a guest account by **July 10** using your name and email provided to the Fulbright Summer Institute. Only when you have a guest account, you can be given access to the relevant course on D2L.

**How to Receive D2L email in your regular email account**
You can set automatic forwarding system from D2L account to your regular email (registered email) account. If you don't set up forwarding, emails sent to you in D2L by your instructors or classmates will stay in your D2L account. You will need to check you D2L for emails. If you set forwarding following instructions in this document, you will receive emails in the email account you used to sign up for D2L.

**Here is the step-by-step instruction on how to do it.**

1. Please go to D2L /Communication/Email, and click "Email" in the top task bar. Then you can see the screen below.

2. Please click "setting" on the right-up corner. Then you can scroll down until you can see the function of "Forwarding Options".
3. You will input your regular email address there. Then click "save".
4. Then you will receive your D2L email in your regular email.

**Online Student D2L Training Course**
A tutorial will be provided on how to use D2L for learning at the Program Orientation on July 15, 2021. In the meantime, you can check this MSU online D2L Basic for Students tutorial at https://mediaspace.msu.edu/media/D2L+Basics+for+Students+Webinar/1_111b81a3
**Student Code of Conduct**

To ensure the program integrity in a professional and effective virtual learning environment, we require all students to follow this code of conduct, which addresses student interactions with instructors, staff, and students, as well as their own actions. The following behaviors are prohibited. VIPP reserves the right to expel any students who repeatedly violate the code of conduct.

**Cyber Bullying and/or Harassment**
- Sending or posting discriminatory, harassing, or threatening messages or images.
- Sending or posting messages that defame or slander other individuals.
- Engaging in harassment based on a student’s membership in a protected class (race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability).

**Disruptive and/or Disrespectful Virtual Classroom Behavior**
- Conduct or behavior which interferes with or disrupts the teaching and learning process.
- Refusing to follow the rules of the specific virtual classroom.
- Unmuting yourself when your instructor has placed you on mute.
- Conduct or behavior which embarrasses a person or group of persons.

**Electronic Device Misuse**
- Recording any class session and transmitting it.
- Recording your teacher and/or classmates.
- Inappropriate use of discussion forums or synchronous chat rooms.
- Posting or discussing any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol.

**Academic Dishonesty (Plagiarism, Cheating and or Copyright)**
- Plagiarism is the act of representing another’s ideas, words, expressions, or data in writing or presentation without properly acknowledging the source. Copying word for word from a printed or electronic source without proper attribution. Submitting a purchased or downloaded paper or other materials to satisfy a course requirement.
- Cheating includes but is not limited to: Copying another student’s work and then submitting it as his or her own work. Submitting work through the use of another person's password/login is considered dishonest behavior. Any assignments, work, or projects posted while using another student's login will be considered plagiarism.
- Performing work or taking an examination for another student OR having another person perform work or take an examination.
- Illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise).