Best Practices for CUNY Explorers Remote Visits

CUNY Explorers looks forward to providing your students with interactive and engaging remote visits in the 2020-2021 school year! Below are some best practices and policies to keep in mind.

Before your remote visit:

o Have the CUNY Explorers remote visit approved by the school principal if needed. Then visit www.cunyexplorers.com to register for a visit.

o Review the confirmation email after registering. If you have not received a confirmation email, contact the Campus Coordinator to ensure your remote session is confirmed.

o At least **1 week** before your remote visit, confirm the following with the Campus Coordinator: attendance numbers, contact information, and special accommodations needed. The Campus Coordinator will also arrange a time with you to test the tech platform.

During your remote visit:

o Remind your students to participate in the activities and to be respectful of the college students during the online presentation.

o Teachers and staff: be present and actively engaged during the session. If your students are utilizing the chat function, monitor the chat to make sure it does not stray off topic.

After your remote visit:

o Complete a short post-visit feedback survey. The Campus Coordinator will provide you with the link.

o Visit our resources page to access lesson plans that you can use to supplement the visit.

Policies for Remote Visits

o CUNY Explorers remote visits are currently **available to DOE 6th, 7th, and 8th graders only.** Campuses have the right to cancel a visit if students do not fall within these grades. **(excluding D75 & D79 schools).**

o If you must cancel a remote session, give the Campus Coordinator **at least 1 week notice**; this allows time to offer the date to other schools.

o If you are late to a remote session, please let the Campus Coordinator know. If you are unable to begin at the start time indicated, you may have to forfeit a part of the session.

o If your class is a "no show" for a remote session, the Campus Coordinator may not be able to re-accommodate you. Therefore, it is essential to let Coordinators know if you need to cancel.

o A teacher must always be present during the remote visit and monitor student behavior. CUNY staff are not responsible for behavior management. Any unsafe online behavior will lead to the immediate cancellation of a session.