

Faculty of Management  
Pokhara University  
Organizer (MYTES)

**Guidelines for students MYTES**

1. **Introduction**

Due the covid-19 pandemic university is closed and many students stay at home, online learning seems a best method at this situation to help them with spending their time in more productive way. This online entrepreneurship training is developed by Faculty of management, School of Business and NITEC at Pokhara University with the support of Skill Lab to rejuvenate the entrepreneurial spirit of its students. This 10 days training will help students to learn from national and international experts, they can give end to their business concept they have in mind to start right after the lockdown opens. Training will be provided to 50 Nepalese students and 15 International students for effectiveness.

**How to apply?**

* Send the abstract of your business idea within 50-100 words with your short personal details attached in [contact@nitec.org.np](mailto:contact@nitec.org.np) within 26th May 2020.

**Who can apply?**

* Any National (50 seats) and International University (15 seat) level students.

**Selection process**

* Application should be individual or in group.
* Selection will be made on the attractiveness of the abstract submitted.
* Selection will be done by organizing committee at Pokhara University.
* Notice of selection will be published in the official website of Pokhara University.
* Students are required to register their name for training if they are selected to the email mentioned in the notice of selection.

**Activities during training period**

1. 2-3 hours of online class by lectures, mentors and the guests.
2. Offline activities and tasks.
3. Presentation of Idea and different other presentations.
4. Group work.
5. **Certification**

Upon satisfactory evidence of completion of all training requirements, each trainee will receive a certificate of training issued by Pokhara University.

Evaluation criteria:

* Teams will have to complete all offline activity & task.
* Students should have 100% attendance.
* Failure to meet the criteria of MYTES will disqualify students to get the certification.

1. **Online class guidelines**

It is important to recognize that the online training is in fact classroom training, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines are for online behavior and interaction while attending MYTES online entrepreneurship training.

Modeling your techno-entrepreneurship skills (MYTES)

This file provides helpful tips to students preparing to take their MYTES training online. Being a successful trainee in an online training requires time management and a willingness to engage in new ways. Here are a few guidelines that you should follow to succeed as a trainee learning remotely.

**Getting started**

* Set up a dedicated workspace. You’ll begin to establish a routine by repeatedly completing your work there. Establish connection to high-speed internet access, if at all possible. If you cannot access a reliable internet connection, contact your instructor if you think it will interfere with joining class sessions or completing your work.
* Make a schedule for juggling the various activities you will need to complete for your course.  Get organized and write down all class meeting times and offline task due dates in one place.
* If you are unfamiliar with the technology (Zoom), make sure you take time to familiarize yourself with how it works and test it out before connecting for the first time. There are many excellent resources online.   Here is [one example of how to join a Zoom class](https://jh.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=eb8981d7-8f3b-4d45-a3d8-ab83010856d3).
* Communicate potential challenges to your instructor or advisor. Contact your instructor or advisor as soon as possible if you have concerns about accessing course content because of Internet access, technology limitations, sickness, etc.
* Check your email daily for announcements.

**Things to Keep in Mind**

Attending vs. Participating

Attending class online doesn’t mean just signing into Zoom or Blackboard. That is the virtual equivalent of just “showing up.” What it really means is participating -- in discussion board posts or in collaborative activities and synchronous sessions when possible, and in engaging in the materials. Be present and engaged!

* Work with your team members (team made during the training) in each of your courses.
* Make a pact with them to help support each other inside and outside of class.
* Set-up times to virtually connect with them to study
* Talk about the class materials and, where appropriate, work on offline tasks or review and give feedback on each other's work.
* Follow proper “netiquette” when participating online.
* Share your presentation concisely and clearly. Stick to your business idea when preparing presentation.
* Verify facts before presenting.
* Provide proper credit citing and referencing others work as appropriate.
* Check for spelling/grammar errors and do not use slang.
* Respect others with appropriate choice of language.
* Exercise caution when using humor online. It can easily be misinterpreted.
* Be patient with your instructors. This is the first time many of them are teaching with technology that is new to them as well.
* High ethical standards will continue to be upheld and consequences enforced. Please adhere to the trainee conduct policy and ask the instructor for clarification if you are not sure of instructions.

**Zoom**

Before your first Zoom Class:

* You do not need to have a Zoom account to connect.  Your instructor will provide a link/meeting ID to join the Zoom class
* Arrive 15 minutes before the scheduled time to test your [Audio and Video](https://youtu.be/HqncX7RE0wM).
* Prepare any content you intend to share ahead of time and toggle it behind your Zoom screen (if applicable).  This ensures that you will be ready to share your screen when called upon.

1. **During Zoom Class**

* Please keep your microphone muted except when it is your turn to talk.
* For discussions, enable your video camera and use the ‘Gallery View’ so that everyone can see each other.
* Use the buttons underneath the participant window to raise your hand, agree or disagree, provide feedback on the pace of the lecture/discussion, or indicate if you have had to step away for a short break.
* [Share your screen](https://youtu.be/9wsWpnqE6Hw) when it is your turn to share your presentation or content with the class.
* Please refrain from any side conversations during the Zoom class.
* Do not talk over or interrupt other students or the instructor. Use the ‘raise your hand’ icon.
* Click on the ‘chat’ button to see and participate in the ongoing chat discussion.

1. **Camera Use**

* Position your webcam at eye level or higher. Experiment for best angles.
* Make eye contact. Try to look at your webcam as often as possible.
* Use the gestures and mannerisms that you would typically use in person.
* Please treat this as you would our in-person class in terms of dress and appearance.  Your camera should not reveal anything potentially offensive.
* If you are unfamiliar with Zoom or have technical questions, there are many help videos available online: <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>.