

## **UH Dept. of Anthropology Phone Usage Policy for Remote Committee Meetings**

1. Students whose committees include an external committee member participating via telephone teleconference have the responsibility to handle the logistics of communication, in consultation with their committee chair and Academic Support Office.
2. Expenses for a long distance call will be borne by the department, so long as the following conditions are met:

a) Skype™ or a similar free internet communications service will be used if at all possible. It is the student's responsibility to inform his/her committee member of this expectation and assist that person with installing needed software if needed. [Skype™ is already installed on the iMac in our seminar room (ethno lab), Saunders 329, and provides clear audio and video connection with anyone who has a connection; see Academic Support Office for instructions]. The student is responsible for testing the connection with the external member prior to the committee meeting, checking the quality of audio and, if desired, video.

b) If the student can demonstrate that it is impossible to utilize a free internet service (for example, the committee member cannot get access to a fast internet connection), then a scheduled call should be arranged. Committee Chair to ensure that time billed is well utilized; Academic Support Office will provide advice regarding phone access.

3. It will be the student's responsibility to arrange for a proxy in the event that the phone and/or internet connection is inoperable.

### **What is Skype™?**

Free calls.

It's what Skype is made for.

Using Skype to call another person who also has Skype is totally free.

Free Skype-to-Skype calls.

To anywhere in the world. Anytime, day, night, morning or weekends. Free calling.

You've downloaded Skype, and so has your friend. Now you can get started on the really cool stuff - such as making completely free and great quality calls from your computer. That's the great thing about Skype, you can use your internet connection and turn your computer into an internet phone and make free Skype-to-Skype calls.

You and your friend will need to have a headset (or use your computer's built-in microphone and speakers) to talk to each other. You can really improve the sound quality of your calls with a headset, or take your calls to the next level with free video calls.

You can also use Skype to make pretty cheap calls to phones and cell phones. Visit [www.skype.com](http://www.skype.com) for more information or to download the program.