

Winter 2021 is about to start!
Here are some items to consider as you prepare to begin the term.

The Academic Operations Team has a few items for you to consider as you head into fall based on the experiences of the Fall 2020 experiences of the Academic Standing Committee and Learning and Teaching Center. We hope that these questions and considerations will help prepare you and your students for the requests and considerations the term may bring.

<input type="checkbox"/>	So that students don't unnecessarily have to ship or travel with heavy textbooks, let them know which books you will be using in the first week of the term. Also, you can tell them that if an e-book is available, it will automatically populate as an option on the bookstore ordering interface. Copyright laws permit us to scan and make available sections of textbooks on course moodle sites; if not an undue burden on faculty or staff, this is an approach that could be taken in the first week of the term. The library also has electronic copies of many books now, although not textbooks.
<input type="checkbox"/>	Keep in regular contact with the Class Deans if you have concerns about a student's performance or well-being throughout the term. Not only does this help your student assess their options and needs, it makes sure the Class Deans can share relevant information with the Academic Standing Committee for Academic Review.
<input type="checkbox"/>	Resilient course design for quarantine/isolation
<input type="checkbox"/>	Is it possible to break assignments up in a way that allows you to grade and assess work as you go rather than all at the end?
<input type="checkbox"/>	Could you think of your course as a series of small, discrete units to more easily identify starting and stopping points?
<input type="checkbox"/>	Can your course be structured in a way that does not place an over-abundance on the final test, paper, or exam?
<input type="checkbox"/>	Are lectures, assignments, and labs prepped in a way that will allow them to be equitably accessed by students in quarantine or isolation? Will you or your proxy be able to administer them from quarantine or isolation?
<input type="checkbox"/>	Document your expectations for students in quarantine or isolation in your syllabus, but also in an email should you learn a student has been placed in either category. This will ensure both you and your student have a shared understanding of what needs to happen.
<input type="checkbox"/>	Is there a point at which your course is no longer viable because it will be altered too fundamentally by quarantine or other disruptions?
<input type="checkbox"/>	Is there someone who could take over for your course in case of an emergency?
<input type="checkbox"/>	In-Term considerations
<input type="checkbox"/>	Late adds will not be inappropriately approved (e.g. a student wants to late drop another course but needs the credits and so wants to late add your asynchronous, online course)
<input type="checkbox"/>	Be sure you have a way to identify a student's last date of attendance/academic activity, even if you are teaching an online, asynchronous course
<input type="checkbox"/>	When granting in-term extensions on assignment deadlines, be specific about the due date. Avoid saying "take all the time you need," because this may inadvertently give the student the impression that they are guaranteed an end-of-term extension (EX1/EX3) if they'd like one. You can give the student more time if they need it, but it is more difficult to force a deadline if you haven't first agreed on one. This also helps safeguard against students falling even further behind in their work.
<input type="checkbox"/>	End of Term considerations
<input type="checkbox"/>	While you may grant in-term extensions for individual assignments/exams, you are <i>not</i> authorized to accept work beyond the final exam schedule. The ASC will not automatically grant petitions for, nor will the Dean of Students Office automatically approve extensions for, students whose faculty incorrectly extended assignment deadlines.
<input type="checkbox"/>	Late drops will not be inappropriately approved (e.g. as a remedy for students who fell behind and now find themselves in danger of failing a course)
<input type="checkbox"/>	Self-scheduled exams will not be held this term, so you are in charge of your finals in winter 2021
<input type="checkbox"/>	Fill out your D/F form at the time you report grades if you needed to assign a D or F grade
<input type="checkbox"/>	If your student receives an extension, submit a provisional grade right away
<input type="checkbox"/>	If your student receives an extension and completes their work by the deadline, grade it and submit the course grade by the stipulated deadline

	<input type="checkbox"/>	If your student receives an extension and does not complete their work by the deadline, inform the student's Class Dean and the Registrar right away. Late work is not to be graded.
	<input type="checkbox"/>	Check your grades in the Hub before you walk away from the class for spring break.