

College of Family and Consumer Sciences
Plan for Continuity of Teaching
03 17 2020

Courses

In the event that face-to-face courses cannot meet, instructors are encouraged to move their courses to an on-line format to maintain continuity using available UGA resources. The Office of the Vice President for Instruction (OVPI) has provided general guidelines to maintain continuity in instruction: https://ovpi.uga.edu/initiatives/teaching_learning_continuity/

Recommended action steps and resources for FACS faculty, full- and part-time and graduate teaching assistants include the following:

1. **eLC Access** – All serving in instructional role should log in to eLC and ensure they have access to their courses. UGA’s CTL is providing eLC tutorials to all instructors, including specific resources on converting to on-line format.
2. **Resources for quickly converting face-to-face courses to online**
https://www.fcs.uga.edu/docs/03_09_2020_10_tips_for_online_teaching_M_Pethel_OTIS.pdf are provided on the Policies and Procedures web site, as well as F&Q for teaching online https://www.fcs.uga.edu/docs/03_09_2020_Faculty_FAQ_for_Online_Teaching_M_Pethel_OTIS.pdf
3. **Evaluate attendance policy** – even if in-person courses are not cancelled, a flexible attendance policy is warranted. Students showing symptoms or those who require self-isolation because of exposure history should be encouraged to stay home. Course materials should be accessible via eLC. Likewise, attendance policies should be flexible for on-line courses given that students may not have equal access to technology.
4. **Revise syllabus** – Update course syllabus to reflect changes in delivery and any expected changes in course activities (discussions, assessments, etc.). Post amended syllabus to eLC.
5. **Communicate with students** – Let students in your courses know what changes are coming and how to access materials. If course materials are loaded into eLC this should provide an accessible format for all content and for communication (reminder to not use non-UGA email to communicate with students). Also query if any students will not have internet access and plan for alternate communication options (including telephone)
6. **Delivery Technology** – Course materials can be delivered synchronously (e.g., video conferencing via Zoom, eLC Blackboard Collaborate Ultra) or asynchronously (recordings and other material posted to eLC). Synchronous delivery should be used on a limited basis because of the potential for bandwidth to be overloaded and because some students may not have reliable broadband access. Video conferencing is generally not appropriate for very large classes but can be used for discussion groups, if needed. Asynchronous delivery allows for students to access material ‘as needed’. In this case, content can include a combination of lecture videos, audio, power point (including voice over power point), readings, and other resources. It is recommended that videos or voice over power points are divided in to 10-15 minute modules that cover a specific topic.
7. **Assignments and learning activities** – Consider developing activities that can be done independently and/or remotely. Small discussion groups can be facilitated if group work is

needed (Office of Online Learning (<https://faculty.online.uga.edu>) and FACS Online Learning

8. Be aware of accommodations that may be needed for some students (Disability Resource Center can assist [<https://drc.uga.edu>]).
9. **Assignment collection** – Assignment boxes can be set up in eLC (guidance is available here: <https://help.elc.uga.edu/faculty/assessments/assignment-submission-folder/#:~:text=>). This is the preferred method of assignment collection because it keeps all course materials in eLC. Grades and feedback can be posted directly and grades can be automatically linked to the eLC grade book.
10. **Exams and assessments** - Exams and quizzes can be delivered through eLC using the Quizzes tool. Please keep in mind that ‘closed book’ exams will not be practical. Consider questions that allow for open ended responses and mix objective and subjective questions. The college and UGA OOL can offer strategies to develop appropriate assessments. Quizzes can be posted and taken asynchronously. Exams and finals should be given in real time (synchronous) and can be timed as a regular in-class exam would be.
11. **Grades and feedback** – Plan to use the gradebook function in eLC to post and update grades. Narrative feedback can also be given directly through assignments in eLC.
12. **Track student interaction** – Periodically assess log-ins for each student. eLC shows which content has been viewed and when. Consider reaching out to students to are not logging in or not routinely accessing the course material.
13. **Plan for virtual office hours** – Consider how you will interact with students while minimizing in-person contact. This may be via a set video conference time (e.g., Zoom), using eLC discussion tool, or through direct contact (email and phone).
14. **Laboratory courses** – Laboratory courses are a particular challenge for a remote/on-line format. If possible, consider demonstration alternatives and experiments that can be re-designed to be completed outside of a lab. (An example can be found here: <https://phet.colorado.edu>).

Defenses

Students defending their theses or dissertations during a closure or times during which gathering may not be allowed will follow guidance provided by the UGA Grad School for alternate platforms (e.g., Zoom and Skype). **See Graduate School, March 13, 2020 memo.**

Internships

Internships may be disrupted even if UGA remains open due to restrictions and issues happening at the site location. Practicum and internship coordinators will work with students on a case by case basis, recognizing the need for flexibility. Based on department and disciplinary/accreditation guidance as applicable, the following examples can be used as guide for accommodations (additional accommodations can be made as needed):

- units may modify a student’s plan to address different competencies than originally intended
- students may complete different activities/experiences/work products than originally intended
- students may complete products for more than one unrelated site
- faculty may assess students’ work products to allow completion of the experience without the products undergoing a review by the preceptors or internship supervisor

- units may modify the required contact hours for the experience (Note: disciplinary requirements and criteria specify no contact hour requirements for applied practice experiences)
- units can waive completion of required paperwork (e.g., preceptor evaluations, journals, contact hour logs) beyond the two work products required in the criteria

Advisement

Undergraduate advisors will work with students remotely for advisement. The FACS Student Success and Advising Center has developed a document call Remote Advising and is coordinating to offer appointments remotely starting Tuesday, March 17.

Graduate student advisement will also be available through remote appointments using platforms as selected by faculty advisors.

Please allow flexibility in appointment times and methods of connection, recognizing that some students may not be able to use video conferencing (email and phone calls are also acceptable).

Capstone

In the event that Capstone courses require poster or research presentation sessions which cannot be held live, students will be able to post their final project or poster to a central repository, TBD. Posters will be available for viewing using an appropriate venue (e.g., website, eLC, or other in consultation with OTIS and the department faculty).

UGA and FACS Resources

VPN - UGA EITS operates a VPN to allow for off campus access to the University Network (https://eits.uga.edu/access_and_security/infosec/tools/vpn/). Please note there is some question about the Campus VPN/ArchPass's ability to handle the new higher level of traffic that will come with any sort of campus closure. It should be used for essential business ONLY. To gain access to the files you need for teaching without needing to go through the VPN/ArchPass, you may move all your teaching files to OneDrive (https://ugamail.uga.edu/onedrive_business/). NOTE: OneDrive may not be used to house sensitive data.

FACS OTIS

All requests must be submitted via the ticket system so that all team members can see them, and provide support in the most expedient manner.

If you need a laptop to check out, FACS OTIS has a stock of 20 windows laptops with webcams ready for use.

FACS On-Line Learning

Dr. Hunt-Hurst is the FACS point person for information and help with transitioning to on-line offerings (phunt@uga.edu)

UGA Office of On-line Learning

FACS online learning office works closely with the UGA OOL. Resources are available at the Faculty Teaching Portal (<https://faculty.online.uga.edu>).

Center for Teaching and Learning

The guide for technology and teaching and learning continuity is available here: https://ovpi.uga.edu/initiatives/teaching_learning_continuity/

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