

COVID-19

Faculty Resource

This information is intended to help instructors provide students with relevant information regarding remote instruction during the 2020-21 academic year.

- A. It is recommended that all synchronous courses be recorded. See **Zoom Privacy [Link](#)**
- B. It is recommended the Privacy Guidance for Remote Course Content Delivery and Exam Proctoring be reviewed prior to Week 1 of the course. See [Link](#)
- C. For courses that might include potentially controversial topics students might not feel comfortable viewing or discussing when at home or around family members, or topics that might place students at legal or political risk given new security laws in places like China, consider a content warning at the top of your syllabus.

Syllabus Content for Zoom Recordings

- Zoom, YuJa, and Canvas have been vetted and approved by the university for instruction. The use of these programs will ensure your security and the assurance that only authorized individuals will have access to the course.
- The synchronous class sessions will be recorded for students who cannot be present during our published course time. They will also be in place in case someone loses internet access during class time. These recordings will be placed in Canvas for your review.
- As we start class, you will be reminded that the session will be recorded. If you wish not to be recorded, you may turn off your cameras and/or change your name on Zoom to reflect the last four numbers of your school ID.
- **[If there is content that students may feel uncomfortable about:]** This course contains potentially sensitive material. Please be advised when participating from your home, or from locations abroad.

Below, please find a prepared blurb by the OVPTL office:

This class is being conducted over Zoom. As the instructor, I will be recording this session. I have disabled the recording feature for others so that no one else will be able to record this session. I will be posting this session on Canvas. If you have privacy concerns and do not wish to appear in the recording, you may turn video off (click “stop video”) so that Zoom does not record you. If, when you disable live video, you also want to use a profile image (other than a picture of you) instead of your name, please let me know which image you will be using so that I know who you are during the session. If you would like to ask a question, you may do so privately through the Zoom chat by addressing your chat question to me only (and not to

“everyone”), or you may contact me by another private method. If you have questions or concerns about this, please contact me.

EXAMPLE OF INSERT FOR SYLLABUS ADDRESSING CLASS DISRUPTIONS DURING COVID

There are various reasons why we may encounter disruption to our class activities during Fall 2020. Some causes for disruption may include: potential increases in COVID cases in parts of the US or other countries, wildfire evacuations across California, protests around the US election. There are also other circumstances that you may have little control over, such as your computer breaking, or a temporary loss of internet access.

Given the circumstances you may face during this quarter, I have made several changes to my syllabus compared to previous years. These adaptations underscore my commitment to your learning and progress.

Specific changes I have made include:

- increasing the credit that can be earned by completing discussions
- curving the quizzes
- making exams open note, extending the length of time you have to take them (to compensate for loss of or slow internet connections), and making the exam available for more extended periods of time

I made these changes to minimize the need of making unexpected changes to the syllabus part way through the quarter. These accommodations will also ensure that the class is as fair as possible to all students. I am therefore very unlikely to make additional accommodations unless individual students experience particularly severe hardships, such as several weeks of illness, in which case it is your responsibility to contact me as soon as possible so that we can talk about your options.

You have the following responsibilities to make the most of this extra flexibility and avoid any disruption or personal circumstances from harming your grade:

- avoid missing exams/quizzes/discussions early in the quarter due to minor situations to increase your chances of doing better even if some disruptions arise later in the quarter
- keep up with the class and study in order to achieve high scores in the smaller, more frequent assignments and exams earlier in the quarter
- communicate with me as soon as possible if situations arise where you will not be able to complete assigned work

EXAMPLE #2 OF INSERT FOR SYLLABUS ADDRESSING CLASS DISRUPTIONS DURING COVID

Course accommodations in XXX, Fall 2020

During the 2020-21 academic year, students in this course are expected to follow the School of Social Sciences Online Etiquette [[link](#)] for students in remote courses. Additional resources are also available for the success of this class including: Online Study Tips, Zoom Tips, and additional resources.

This is an exceptional quarter due to the impact of COVID on you, your friends, and your family. Continuing social and political unrest may add even more anxiety. For students experiencing stress, I urge you to take advantage of the many resources available to UCI students. Given the challenging learning environment, I have designed a number of accommodations relative to the same course last year. I understand that your grade is important, and these accommodations will allow you to minimize the impact of unexpected circumstances related to our challenging times.

The changes include:

- increasing the weighting of the homework relative to the exams
- shortening the exams
- unweighting the final exam
- offering an additional exam
- automatically dropping the lowest exam grade

To avoid disruption harming your grades, you should take the following actions:

- avoid missing assignments/discussions early in the quarter so that you can make use of dropping missed/low scores later in the quarter if disruption occurs
- keep up with the class and study in order to achieve high scores in the smaller, more frequent assignments rather than waiting to study before higher stakes midterms and final exams
- communicate with your instructor as soon as possible if situations arise where you will not be able to complete assigned work