

## **Navigating COVID-19**

UC Irvine is taking COVID-19 pandemic seriously and has requested faculty to create a positive learning environment in remote mode until it is safe to return to the classroom. Through this remote delivery format, it will be critical that students attain the sufficient resources and support to ensure a quality experience.

### **EXAMPLE 1: SYNCHRONOUS DELIVERY MODALITY**

#### **Class Delivery**

During COVID-19, courses can be taught synchronously (gathering at the time of class and interacting live) or asynchronously (where instructors prepare course materials in advance allowing students to access materials over a period of time). This course will be taught **synchronously** for the next 10 weeks with all materials posted on Canvas to facilitate your learning, progress in the class, and success. If you cannot attend a real-time class session, please review the materials for the week during the assigned week and attend your faculty's or TA's office hours to ensure your understanding of the lecture content. Do not wait until the end of the quarter to review course materials.

To facilitate the quality of your experience during this quarter, we will hold synchronous class sessions in real time; for this, you will need to have access to a webcam and microphone. In addition, you will need to have access to a reliable Internet connection as well as download the free software Zoom.

Holding our class in this synchronous modality is advantageous given the value of direct interaction with faculty and your peers. We recognize that some of you may prefer an asynchronous model that does NOT meet in real time. Some students like the flexibility of this format and others really prefer the class engagement. Regardless, do try to attend the real time sessions during the established course time and use Canvas as a supplemental resource for your learning.

[Instructors: please review this next paragraph for relevance for your specific class]

Please note, Canvas is set up to have weekly modules to help with the organization of the materials. I have also put pre-requisites in Canvas to ensure you review all materials prior to moving onto the next module. If you skip material, Canvas will not let you proceed to the next module. Make sure to make time for lectures and a thorough review of each weekly module.

#### **Potential Class Disruptions**

### **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

### **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.

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.

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### **IMPORTANT NOTES**

The syllabus and its contents are subject to revision at any time by the instructor. This syllabus includes a tentative course schedule. The coverage of the topics listed above is only an approximation. Due to the nature of the material presented and discussed in this course, we may move through the course material at a faster or a slower pace than currently anticipated. Guest lecturers may also necessitate revisions to the course schedule. Course content, assigned readings, and assignment due dates may be adjusted as necessary based on when we actually cover course topics.

## ONLINE ETIQUETTE

### CLASS NORMS FOR DISCUSSION

- Remain respectful of others' views, opinions, and statements
- Express your thoughts openly while respecting your peers
- Be courteous and polite
- Avoid any comments and language that can be offensive
- Allow peers to finish statements and complete thoughts

### GROUND RULES FOR ONLINE DISCUSSIONS

- Use Proper Writing in Discussion Boards
- Use correct spelling, grammar, and style in your posts
- Address your classmates by name
  - ✓ @Julie, thank you for sharing your narrative. I had not considered the impact of siblings' motivation on college aspirations.

### Communicate Professionally

- No offensive language will be tolerated
- Share ideas while being thoughtful with your responses
- Take ownership of ideas – I believe, I think

### Beware of Camera

- Most faculty will want to record the session for other students who could not make the class time
- Know that if your camera is on, you will most likely show up in the recording.
- If you do not wish to be seen, you can turn off the video
- Most professors will note their expectations about viewing students
- If your camera is on and you can be seen by others, be mindful of: what you wear, your surroundings, and anything that might interrupt you, your classmates and the learning environment
- If you plan to be away for a few minutes, turn off your camera and turn it back on upon your return
- No need to get permission for a quick bathroom break
- If you will be away for more than a few minutes, you can send a message on the chat
  - ✓ @professor, I will return in 5 minutes

### Be Helpful

- Share tips with your peers
- Suggest ways to apply the subject
- Share resources and links as appropriate
- Craft a thoughtful response

### Respect Diversity

- Guard your personal biases and show respect for differences
- Respect people of all genders, sexes, ages, sexual orientations, religions, and race
- Be sensitive to other's socioeconomic class and abilities

- Show compassion for others' experiences
- Derogative and sarcastic jokes are not acceptable

### **Stay Focused**

- All communication must be course-centered
- No spamming
- Spam is unwanted messages sent to peers
- Think before sending a random video or picture to classmates
  - ✓ How will this help our learning?

### **No Flaming, Trolling, or Bullying**

- Flaming is to be mean or deliberately hurt someone online
  - Trolls are people who deliberately “flamebait” in a chatroom or discussion board to create conflict
  - No tantrums or criticism will be accepted during academic forums
  - No insults or disrespect
  - Feedback must be constructive
  - Rants are not acceptable
  - No profanity will be tolerated
  - If you are a target of a personal attack, do not respond to it
  - Professor will address the TROLL
- More tips: (Connor, <https://tilt.colostate.edu/TipsAndGuides/Tip/128> )

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### **Tips for Effective Online Studying**

- Be sure to have reliable internet access.
  - ✓ If you do not, explore the free and discounted options offered – many of which can be found here: <https://www.remote.socsci.uci.edu/resources.php#internet>
- Contact your instructor to learn about their expectations for the quarter.
- Review your course syllabus to be ready for the online learning experience.
- Visit Canvas if one is available for the course.
- Practice on Zoom to ensure all is ready for the first week of lecture. You can test your settings here: <http://zoom.us/test>.
- Build a study plan with dates and times.
  - ✓ Study blocks are helpful.
  - ✓ Don't try to do it all at once.
  - ✓ Break down tasks.
  - ✓ Ask questions.
  - ✓ Set deadlines 1 week prior to final deadline.
- Stick to your schedule as much as possible.
  - ✓ Minimize distractions during your study time.
- Review materials and repeat.
- Actively participate.
  - ✓ Participate in discussion boards.
  - ✓ Take notes.
- Find a study buddy in the class.
- Join a study team.
- Use online resources.

- Create a study space.
  - ✓ Try to have a table on which to set your laptop.
  - ✓ Consider lighting.
  - ✓ Try to be comfortable.

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### Wellness Resources See Active Links Per Program

#### Counseling Office:

Please call **(949) 824-6457** to speak to a front office staff member about scheduling an appointment, to learn more about our current services, or if you trying to reach one of our mental health professionals.

#### Help With Off-Campus Referrals:

If you are seeking off-campus referrals in Irvine or in your hometown, feel free to leave a message for one of the Counseling Center Clinical Social Workers. Calls will be returned during regular business hours in the order they are received to further discuss your referral needs:

- HEATHER SCHMIDT, LCSW at **949-568-9148** (Monday-Friday, 8:30am-5pm)
- ILANA ROSENBERG, LCSW at **949-664-4250** (Tue/Fri 8am-5pm;Thu 9am-1pm)

#### Peer Coaches:

Trained undergraduates offer advice and provide you guidance on wellness. Please call the Counseling Center at (949) 824-6457 to request a life coach.

#### [On Campus Social Workers:](#)

Office provides resources and multiple services related to an array of needs (e.g., basic needs, domestic violence, food housing).

Brenda Lapinid - EMAIL: [brenda.lapinid@uci.edu](mailto:brenda.lapinid@uci.edu)

[CARE:](#) Resources related to sexual assault, relationship abuse, family violence.

#### [Emotional Well-Being Program](#)

#### [Wellness Consultation](#)

#### [Nutrition](#)

#### [Fresh Hub - Cal Fresh, Pantry, Social Work Assistance](#)

#### [Mindfulness Classes](#)

#### [Meditation Class](#)

#### **ARC Free Classes (general, exercising, cooking)**

#### [General](#)

#### [Recreation](#)

#### [Cooking](#)