



# Academic Items of Note

**Jennifer Cowley, Provost and Vice President for Academic Affairs**

# Academic Calendar

- Classes currently scheduled to begin August 24th
- All classes will shift to fully remote delivery after Thanksgiving, including final exams

# Office Hours

- TA/TF may choose to hold office hours on campus while adhering to campus safety and social distancing guidelines, or remotely (via Zoom or another technology solution). As office hours are determined, consider the delivery mode of your course and what might be most helpful to your students.
- Measure from your desk seat and where a student would sit, make sure it is six feet away. Consider marking the location with painters' tape to ensure social distancing is observed.
- Book a conference room, as appropriate, for meetings with students.

# In-Person Events

- In-person events are not to be scheduled at this time. When events are possible, they will require prior approval.
- Guest speakers and other visitors to campus are not permitted at this time (fellow members of the UNT faculty/staff are permitted). Consider Zooming in guest speakers or having a remote instruction day.
- University-sponsored student travel is not permitted at this time.

# Exams

- Exams may be offered in-person or remotely, as desired by the instructor up until Thanksgiving.
- All final exams must be delivered remotely.
- Dissertation and Thesis Defenses can occur in-person or virtually prior to Thanksgiving, after Thanksgiving exclusively remote.

# Student Missing Class

- For TF, if a student misses more than one course without notification, contact early alert system in EIS.
- Send the student an email checking in on the student.

# Instructional Support Services

- Tutoring and other student support services will be available virtually and in person
- Willis Library and Discovery Park Library will be open and providing services
- Computer labs will be open and providing virtual access to software, as well as in lab services
- Advising offices will be open and providing virtual and in-person sessions, by appointment
- Hours of operation for all support services will be provided on their websites

# Flexibility

- The university is monitoring public health conditions, you will be notified if your specific course needs to transition to remote temporarily or for the remainder of the semester.
- Any notifications about changes to your course will be communicated via email through your department chair and/or through other university communications.
- Be prepared for flexibility, with times where remote delivery may be necessary for your individual course.
  - Load as many course-related materials into Canvas as possible.





# Preparing for the 1<sup>st</sup> Week of Class

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# Before Classes Start

- Visit your classroom so you understand the configuration and can prepare your seating chart and become familiar with technology in the room.
- For TFs, review the AIM Portal for any students who have an accommodation you need to be aware of for arranging assigned seats in the classroom.

<https://disability.unt.edu/>.

# For TFs: Message to Students in Your Class

- At least 1 week before the start of classes, send an introductory email to your students to highlight some key points of information about what to expect on the first day.
- Introduce yourself, be positive about the semester and the content of your course. Provide information about the meeting schedule, required textbooks, and expectations for the first class period.
- Remind students face coverings are required. Students are expected to enter the building wearing a face covering and keep it on throughout the class period and when walking through the building after class.
- Alert students to be attentive to signage posted in buildings and the availability of hand sanitizer in buildings.
- Explain that students are expected to sit at a minimum six feet apart. Explain that you are assigning seating and where they should sit the first day of class. Explain that you will announce orderly exiting of the classroom on the first class day.
- If you have a class where half the students meet one day and half the students the other day – be sure to make clear which class day individual students are scheduled to attend.
- Provide a copy of the class syllabus if it is ready, pointing out key elements that you believe are especially important. Let students know course materials will be available in Canvas.

# 1<sup>st</sup> Class Day

- Have a copy of your seating chart projected onto the screen. Be prepared to assist students with finding their assigned seat.
  - For visually impaired students, be prepared to assist the student on the first class day in finding their seat.
- If someone not enrolled in the course arrives, explain that only enrolled students are permitted in the class (if your class has hit the enrollment cap). Inform the student that they must register for the class in order to attend because class size is restricted due to social distancing measures and students can only occupy designated seats.

# 1<sup>st</sup> Class Day

- Share with the class the 1st class day video covering classroom expectations. And your 1st class day presentation with expectations specific to your course. These will be available at the Return to Learn website prior to the start of classes <https://vpaa.unt.edu/return>
  - Social distancing and hygiene in the classroom
  - Face covering requirements
  - UNT information and resources
  - What to do if a student is exposed or symptomatic
- Focus on establishing a classroom culture that promotes health and safety
- Model the behavior you want to see in your students
- Discuss how you will support engagement of students in a socially distanced classroom



# Thank you!

Keep current on our Return to Learn plan:

<https://vpaa.unt.edu/provost/initiatives/return>

**Stay smart. Stay strong. Stay safe.**  
***[healthalerts.unt.edu](https://healthalerts.unt.edu)***