COURSE MANAGEMENT FOR TEACHING DURING COVID-19

Teaching during a pandemic can be stressful. With endless unknowns and ever-changing information, it can be difficult to effectively plan and prepare for teaching your course. We have created several resources to help simplify your course planning. Below you will find helpful advice for key policies and topics to address in your course introduction and syllabus.

COMMUNICATE YOUR COURSE SCHEDULE

Consider providing students with the semester's course schedule during the first week of class. You can include the schedule in your syllabus and post it in iLearn. When communicating your course schedule, consider providing the times, dates, and locations for all course meetings (virtual and on-campus), due dates for assignments, and when material and content will be available online.

SYLLABUS LANGUAGE FOR MASKS AND FACE COVERINGS

Here is a template for your course syllabus that includes updated COVID-19 information and procedures.

Fall 2020 Course Syllabus Template

ATTENDANCE POLICIES

Please adopt attendance policies that encourage students to stay home in the event they are sick or have been exposed to someone who has tested positive for COVID-19. Adpoting policies that penalize students for missing class during this public health crisis can put students, faculty, and staff at risk.

COURSE CONTINUITY PLANNING

Consider adding a statement in your syllabus for your course continuity plan in the likelihood of changes to the course. If your course is not online, consider thinking ahead and ensuring that your course materials are availlable online in the event a student cannot attend on-campus or your course has to move online for a period of time. Let students know how the course will continue in the event of any changes and make sure to communicate with them throughout the semester.

For help creating your continuity plan, you can contact one of our Instuctional Designers.

TECHNOLOGY NEEDS FOR YOUR COURSE

Think about the technology students will need for your course. It is possible that some students may be limited in their access to certain forms of technology, so consider communicating to students the technology they will need for your course. Students can contact ITS for help aquiring needed technology.

To learn more about the different supported instructional technologies available, you can visit tntech.edu/citl. Our Instructional Deisgners and Supported Technology Specialists are happy to help!