Instructor Checklist for Fall 2020 Classes

7/27/2020

Plans in place if class needs to be taught 100% online, either for the entire semester or transitioning online during the semester. Note that all classes must be offered 100% online after the Thanksgiving break.

For face-to-face (F2F) laboratories or design courses, safety plans have been developed to allow social distancing, etc. The plans should be reported using the *F2F Teaching Lab/Design Course Safety Plan* form. Plans must be approved by your department chair or program director, who will submit them to the appropriate dean. Note, New Mexico Tech will provide the following safety materials upon request: face shields, gloves, hand sanitizer, sanitizing wipes. If you require such materials notify your department chair or program director.

Plans for student engagement. This should include opportunities for interactive discussion, informal interactions, etc. Students do better when they are able to engage with each other and faculty, rather than simply receiving delivered content.

Plans for office hours. These can be entirely via Zoom meetings, and/or F2F if you wish for on-campus students (with social distancing). We recommend expanded office hours to enhance student engagement.

If the class is F2F you should have a plan for students who must participate remotely for a period of time, whether due to illness or 14-day quarantine. Such students must be accommodated. Verification of such cases will be provided by the Dean of Students.

Plans and policies in place for assignments and exams. Inform the students of your plans for conducting and proctoring any exams. If you are uncertain of your options contact Aly El Osery for guidance.

If teaching a hybrid class make sure you participate in a training session to familiarize yourself with the technology used in your assigned classroom prior to the first class.

Settings enabled to record synchronous content for asynchronous viewing by students. This is important for students who miss class for medical reasons and for students who have poor Internet access.