Earth & Environmental Sciences

Policies and procedures regarding on-site teaching, Fall 2020

All ESCI courses are being taught entirely online in Fall 2020. If possible, some small courses may include an optional, local, walking field trip on or near campus.

Plan for in-Tate teaching prep work, including lecture recording or synchronous remote teaching. The video kit from CSE IT arrived in the Department on August 31 and is housed in room 401-20 Tate Hall. Scheduling of the kit will be done via email communication with office staff (see below) who will add it to the CSE-ESCI Video Kit Scheduling. A ~5 minute tutorial video from CSE-IT can be found at Mobile Kit page. This website also provides information on troubleshooting and contact information should something go wrong. The kit cannot be removed from campus.

When making a scheduling request via email, be sure to include whether you need the video kit, dates, times, class #, room #, and contact the following depending on the type of request:

- synchronous teaching in a Tate classroom: Jen
- asynchronous video-recording in a Tate classroom: Stephanie
- video kit only (for use in an office or lab): Jen, Stephanie, or Sharon

Instructors who will be using a whiteboard to teach in Tate can have their own set of markers and a cleaning cloth to keep and bring to each class/recording. Please notify Stephanie if you would like your own set and it will be delivered to your normal ‘package delivery’ location in Tate (office or lab). Please keep track of your set during the semester.

Additional teaching preparation and recording will occur in Tate 180, 185, 160, 170, other Tate labs/offices, or in centrally-scheduled classrooms.

Accommodation plan for students who have legitimate absences. All Fall 2020 ESCI courses are being delivered online with the expectation that each class lecture/discussion will be recorded and posted on the course’s Canvas site. Thus, if a student misses a class that meets online synchronously, they will be accommodated by being able to view the recorded class through the Canvas site. All of the ESCI lab sections are entirely online as well, though some may not be fully recorded (due to the use of breakout rooms). If a student has a legitimate reason for missing a lab section that was not recorded, they will need to coordinate with the lab instructor. This information should be included in the syllabus.

Accommodation plan for students who have recognized disabilities, sensitive to the modality of instruction. Students registered with the Disabilities Resource Center (DRC) will be accommodated in the most reasonable manner possible by their ESCI instructors. The DRC is unable to allow students to use its facility to take exams, and so any accommodations related to test-taking will need to be accommodated through the online test environment created by individual instructors, or by providing a safe, clean space for an exam in Tate Hall. Extended testing time can be provided to students through Canvas. Beyond disabilities related to test taking,
all instructors will be encouraged to use Zoom's Live Auto-Transcription feature. Additional accommodations will be addressed on an individual basis. Relevant information should be included in the syllabus.

**Planned Office Hours for Instructors and Advisors.** Instructor and Teaching Assistant office hours will be mostly online during the fall semester. In most cases, this will be conducted via regularly scheduled Zoom meetings that will be open to students registered in a class.

**IMPORTANT:** Because many of our students may be participating in online office hours or advising appointments from shared dormitory rooms or apartments, there is the possibility that a third party may be present during a discussion of a student’s academic performance. This possibility raises privacy concerns relevant to FERPA regulations. In such circumstances, instructors and TAs will ask the student if it is acceptable to proceed if there is another student within listening range of the conversation. If the student gives verbal consent, then no written consent is required. However, if a student wants an instructor to formally share information with a third party, then the instructor will get the student's written consent on the relevant university form.