

**Course Continuity Planning Worksheet
Fall 2008**

Department:
Course Number and Name:
Name of Instructor:
Contact Information:
Office Phone:
Home Phone:
Cell Phone:
Simpson Email:
Alternate Email:
Emergency Contact Name and Phone:

Has this course been designated by the department as one that can be continued in a time of campus-wide shut-down?

Yes No (Ask your department chair if you are not sure.)

If the answer to this question is no, all you have to do is include the designated statement in your syllabus, or provide it to the student in some other way.

If the answer to this question is yes, please take a moment to review this sheet. You may wish to complete one for each course so that you can discuss your ideas with your department chair. You are not required to complete the form as part of the process, although having something like it with the syllabus you turn in to the dean's office would help in an emergency.

PART A: Planning Assumptions

1. Our goal is to continue to provide high-quality instruction to our students under difficult conditions. A course that is shortened or interrupted by a campus-wide shutdown will not be the same as had the shutdown not occurred. Assignments, assessment, and how you work with students will likely need to be adapted to the crisis situation.
2. Because we do not know if the phone system, Internet or U.S. mail service will be available during a campus closing, please think about how you might use whatever communication system(s) available to continue your course. Think about the various options and include your ideas as you complete Part B. Don't assume that any given option will be available. For example, if the Internet remains up, there is no reason not to use it in your work with students, but please plan for a range of possible contingencies.

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PART B: Continuity Pre-Planning

Answering the questions below will help you begin the thinking and planning that you will need to do should an interruption in classes occur.

1. What existing course assignments (reading, papers, projects, reports, etc.) could continue to be required if it is necessary to continue this course during a campus-wide closing?

2. What additional reading might be assigned? How might assignments be adjusted to accommodate learning at a distance?

3. How will you determine grades for your students? Will you use take-home tests? Additional papers or book reports, other assessment tools?

4. If you regularly grade on attendance and/or discussion in your course, what will you use as a substitute?

It is also important to think about what might happen if you as the instructor become incapacitated and are unable to finish the course. In your discussion with your department chair please address the issue of how the course might be continued without you. In the case of a campus-wide shut down, you may be asked to provide your chair with copies of your grading policy, grades-to-date, etc.