

SCS Fall 2020 Instructor Briefing

Brought to you from the SCS Teaching Continuity Group (Tom Cortina (chair), Umut Acar, Guy Blleloch, Phillip Compeau, Dave Eckhardt, Charlie Garrod, Matt Gormley, Dorothy Holland-Minkley, Ken Koedinger, Chinmay Kulkarni, Samantha Mudrinich, Carolyn Rose, Mark Stehlik, David Wettergreen)

UPDATED COURSE SCHEDULE By now, you should have seen that most classes moved to a different time slot for the Fall semester. Check the online Schedule of Classes to see which classes the Registrar believes you will be teaching and which time and modalities you ended up with: <https://enr-apps.as.cmu.edu/open/SOC/SOCserv/>

CHANGES AND ADDITIONS If you still need to make any changes or additions to your classes, contact the department administrator (see end of message). Please note that changing remote sections to in-person will be very difficult due to limited classroom space. Adding or changing sections to remote is possible, but it may affect first year international students since this may be their only in-person class.

IN-PERSON EXCEPTIONS If you are assigned to teach in-person and you do not feel comfortable doing so, contact HR to declare a medical issue related to you personally, or contact your unit head to discuss any issues that are not your personal health issues.

REMOTE STUDENTS Whether you have a remote class or an in-person class, you will almost certainly have some remote students at various times in the semester, due to living remotely for the semester, illness or quarantine. And some in-person students may suddenly become remote at their own discretion.

REMOTE DELIVERY Students arriving in SW Pennsylvania are required to quarantine for 14 days, so they may be remote students when classes start. All classes with an undergraduate number (including courses cross-listed with an undergraduate number) will not meet in-person for (at least) the first week. *ALL* instruction, including final exams, will be remote after Thanksgiving break.

TIME ZONES Your class roster has a new column showing each student's most-recently-reported time zone. Please check to see where around the world your students are so you can plan course activities so that students in other time zones can participate. Note that students may move from one time zone to another during the semester. And remember that Daylight Savings Time will end on Sunday, November 1 which will affect students who are in regions that do not observe this practice.

ASYNCHRONOUS PARTICIPATION / ATTENDANCE POLICY Tell your students if they can participate in class asynchronously, and if so, under what circumstances. Determine your policies on asynchronous participation (e.g. must view each lecture by the start of the next lecture, mini-quiz to determine if a student is watching videos, etc.).

RECORDING LECTURES We encourage you to record all of your classes and post these in a "secure" site (e.g. Canvas, Panopto, YouTube). This will be very helpful to those in time zones that make it difficult to participate synchronously and for those who might get ill during the semester. Information is here for Canvas, Panopto, and YouTube:

https://www.cmu.edu/canvas/teachingonline/how_tos/postmaterials.html (Canvas)

<https://www.diderot.one/course/47/chapters/3015/> (Panopto)

<https://www.diderot.one/course/47/chapters/3029/> (YouTube)

COURSE POLICIES INCLUDING STUDENT CONDUCT The Eberly Center has created a webpage with guidance and language that you can use in your syllabus to explain COVID related issues that may come up, including attendance and lecture participation, classroom behavior (including mask usage and what to do if masks are not worn), etc.: <https://www.cmu.edu/teaching/online/design/teach/syllabus/index.html>

- If you have a student in your in-person class who is not wearing a mask, ask them to "please" wear a mask and "thank" them. If they refuse, politely ask them to leave the classroom and that they can return if they have a mask on. If they refuse, indicate that you will need to cancel the class meeting if they cannot abide. If

they still refuse, cancel the class and ask students to leave with distance and report this incident to a PSO or CPSA or to the Office of Community Standards and Integrity <https://www.cmu.edu/student-affairs/ocsi/> .

- If students want to eat or drink during an in-person class, ask them to leave to go outside for a brief period and then return with their masks on.
- If you see a significant safety issue with masks or social gatherings on campus, you can report it to a nearby CPSA or the Ethics hotline 877-700-7050 or www.reportit.net (user: tartans, pwd: plaid)

CLASSROOM TECHNOLOGY Computing Services has added a webcam/camera and microphone to every scheduled classroom. To learn more about the technology, visit: <https://www.cmu.edu/computing/teach-online/how-to/index.html>. To request a short in-person visit to test the setup in a classroom, complete this form: <https://forms.gle/FS8otESVPqQVYeoe6>

TEACHING WITH TECHNOLOGY If you wish to use some technology in your teaching such as a Wacom tablet, visit this page: <https://www.diderot.one/course/47>

STUDENTS NEEDING TECHNOLOGY Please direct any students in need of technology for your class to their HUB liaison (listed in SIO) if there is a financial need.

RECORDING/TEACHING FROM YOUR OFFICE For a one-off visit to campus, please see “one-time access” on the SCS “[Return to Campus](#)” page. For recurring access to your office for educational purposes, see the “Campus Access for Education” box on the SCS “[Return to Campus](#)” page. In general, if you can teach a remote course from home, please do so.

REMOTE ASSESSMENT The Eberly Center has published a white paper that discusses designing and administering remote assessments: <https://www.cmu.edu/teaching/online/assessinglearning/remotetesting/remotetesting.pdf>

PROCTORING FOR STUDENTS WITH DISABILITIES Remote exams must be proctored by the individual instructors, whereas there is limited availability for proctoring of in-person exams due to limited personnel and proctoring space. Contact access@andrew.cmu.edu for any questions or concerns.

FINAL EXAMS Final exams will be given remotely in December. Note that comprehensive exams are considered final regardless of when they are held. It is against University policy to give your final exam before Finals Week. You will be asked by department administrators about your final exam plans within the next few weeks.

TEACHING ASSISTANTS

- You will have a mix of in-person (maybe) and remote TAs. This will require unusual flexibility on your part, and willingness to vary responsibilities between TAs based on their abilities and location. For example, some TAs might need to lead multiple recitation sections, etc.
- Even if located in Pittsburgh, a TA may choose to avoid in-person activities, without affecting their employment. Some TAs may be outright forced to temporarily suspend in-person activities due to illness or quarantine. You may need to adapt your course (temporarily or permanently) by switching in-person activities to be remote-only based on staff limitations. Please be as accommodating as possible. Please do not pressure TAs to work in-person if they cannot.
- Undergraduate students and master’s students (but not Ph.D. students) must be in the United States to be paid for TA work. The university has NO exceptions to this policy. If any of your TAs will be outside the U.S., please contact Charlie Garrod (charlie@cs) to discuss a non-paid, credit-bearing option that may work

for some students.

- Please note that your TAs (and students) may switch time zones after Thanksgiving as CMU shifts to remote-only mode, and you may wish to discuss in advance how to continue delivering your class after that shakeup. Also, you may wish to encourage TAs who are international students to consult with OIE about the advisability of traveling outside the U.S. after Thanksgiving (aside from the pay issue).
- To help our undergraduate teaching assistants with their teaching responsibilities, we are offering to supply them with some basic equipment including whiteboards and a limited number of tripods that can be used for producing instructional videos. If you are interested, then please read here about what you can purchase and how <https://www.diderot.one/course/47/chapters/2999/> .

IMPORTANT LINKS

- Eberly Center - Hybrid and Remote Teaching and Learning
<https://www.cmu.edu/teaching/online/index.html>
(syllabus updates for Fall 2020, strategies for remote assessment, more)
- Campus Safety / Pandemic Safety Officers (including a list of SCS members)
<https://www.cmu.edu/ehs/Workplace-Construction/pandemic-safety-officer.html>
- Computing Services - Teaching Online
<https://www.cmu.edu/computing/teach-online/index.html>
- CMU Libraries COVID Updates
<https://www.library.cmu.edu/covid-19>
- CMU COVID-19 Updates (includes A Tartan's Responsibility, the Tartans, Ready video and the Daily Assessment survey)
<https://www.cmu.edu/coronavirus/index.html>
- SCS Alerts and Return to Campus information
<https://scsdean.cs.cmu.edu/alerts/>
<https://scsdean.cs.cmu.edu/alerts/return-to-campus.html>

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QUESTIONS? Email teaching-continuity@cs.cmu.edu .