**California State University, Long Beach**

**College of Education**

**Academic Continuity Planning for Faculty**

**March 2020**

This plan is intended to guide the teaching-learning process in the College of Education in the event of extended campus closures due to unforeseen contingencies or emergencies. Our goal is to provide sustainable academic progress for our students, and to assist them to make progress to course and degree completion.

In preparation for such contingencies, it is important for faculty to consider the instructional adaptations they will implement in the event that face-to-face instruction is not viable. Amongst the key considerations in such an instance are:

1. Clear communication with students
   1. Decide and communicate to them how you will contact them, how they should contact you, where they will find out about changes in your class, and what will be expected of them.
   2. Consider adding a statement in your course syllabi, such as “*"In the event of a disruption to the normal class schedule or planned activities for this course, the format of this course may be modified to enable completion of the course through other means, including other locations, online work, etc. If this occurs, you will be provided with an addendum to the syllabus including full instructions."*
   3. Articulate how you would accommodate individual students in the event that they experience extended, unexpected illnesses. Please be flexible with student attendance during such extenuating circumstances and note that it may not be possible for students to generate doctor’s notes in an emergency situation
   4. Encourage students to consider how they will access technology in the event of campus closure (public library, family and friends, etc.).
2. Conversion of course content to online format and use of alternate course assignments
   1. Any decisions to move a course to an alternative format beyond 1 class meeting given unforeseen contingencies or emergencies (including instructor illness or injury) should be made in consultation with your department chair.
   2. Make the course syllabi (and any revisions to the same) available to the students digitally through Beachboard.
   3. Consider ways to move your course content to online formats through Beachboard, Zoom, and other formats. Academic continuity resources for courses are available at <http://www.csulb.edu/academic-continuity>
   4. Be prepared to hold class meetings and office hours virtually.
   5. Handle course assignments, quizzes, exams, etc. in online format.
   6. If needed, consider offering affected students make-up assignments or an alternate final exam schedule.
   7. Make student grades and feedback available via Beachboard
   8. Be sure to make back up copies of critical teaching materials and grades, and remind students to do the same.
3. Make up of missed clinical practice hours and requirements - in the event of extended campus closure and/or closure of clinical sites
   1. Consider alternate assignments for students to demonstrate clinical competency.
   2. Consider alternate locations for clinical practice.
   3. Consider make-up dates for students to complete clinical practice hours and requirements.
   4. Stay in communication with your Department Chair/Director about any exceptions students may need towards clinical hours for licensure.
   5. For off-campus cohorts, students will take classes on campus if there is an extended closure at their clinical site. Students will continue taking classes at their clinical site if there is an extended closure on campus.
4. Make up of missed comprehensive exams
   1. Consider moving in-person exams to an online format if needed.
   2. Reschedule or allow make-up attempts if needed.
   3. If needed in an emergency situation, do not count logging in and not completing the exam as a partial attempt.

The campus will notify you of any anticipated closures due to emergency. Please consult with your Department Chair if you are unable to teach a course during an emergency, or if you have any questions regarding how or when to implement this academic continuity plan.