

Teaching Guidelines for Fall 2020

Due to the unique circumstances confronting us in preparation for the Fall 2020 semester, the following guidelines have been developed for faculty as a supplement to standards described in the Faculty Manual. These guidelines have been developed by the Teaching Contingencies task force in consultation with a number of full-time faculty members, the Information Technology department, and deans. The task force also closely reviewed survey results from students and faculty related to the Spring 2020 experience.

In developing these guidelines, the task force relied on the following guiding principles that align with NU's mission statement:

1. Faith
2. Community/Relationship (face to face)
3. Community Members' Health
4. Student Learning
 - Fairness
 - Consistency
 - Pedagogical integrity

For the Fall 2020 semester, faculty should implement the strategies described below.

1. Design courses expecting each day to have both face-to-face and remote students simultaneously. Also plan for the possibility of shifting to fully remote at any time in the semester. Along these lines, all assignments should be created for online submission. Plan for the scenario that finals may need to occur completely remotely.
2. Because students benefit from organizational consistency, make full use of Discovery including posting the syllabus, adding all assignments with due dates, using the gradebook, and making course content is available.
3. Communicate regularly with students (minimum of once a week) with updates and reminders. Ensure responses to emails and other messages in a timely manner.
4. Also for pedagogical consistency, all classes within a program must use the same remote platform. The platform for all traditional classes will be Zoom. Graduate programs may choose, as a program, to use Teams, in which case all classes will meet on that platform.
5. Encourage norms for students to keep their video on during class, particularly during discussions, while having grace for brief moments of unexpected situations. This concept can be presented as a benefit for students in developing long-term life skills.
6. Record class sessions to the extent possible for students who are not able to be present and/or need to review material.

7. Class attendance is critical for student success. Develop a plan for tracking attendance throughout the semester.

8. Organize class time for maximum learning:
 - Plan for delivering course content in brief chunks of 5-10 minutes
 - Emphasize interaction with students and among students
 - Incorporate a variety of learning activities
 - End class five minutes early to wipe down the teaching station and tables