

Dear Colleagues,

I am writing with important preparedness information regarding our College of Social Work response to the COVID-19 outbreak. **Please take the time to read this now** as it includes actions that everyone teaching this semester must take in the next few days. While it is unknown what if anything may occur at Ohio State we are hearing news in the last hour of multiple universities in the US temporarily ceasing face-to-face operation.

Over the past few weeks our leadership team and core academic staff have given considerable effort into planning for a student-centered approach to continuing operation should the university implement a contingency plan that involves curtailing campus access. I'm proud and impressed by the thoughtful effort of our team. Through their efforts we are now prepared to maintain both instructional and field placement continuity through to spring commencement and over the entire summer semester. We will share more of those specifics as needed based upon university decisions. Our program offices are also in contact with our students and field instructors with additional preparedness information.

As we prepare please take the following action promptly, and no later than March 15th.

- Ensure that any assignments and/or quizzes by students are setup in the CarmenCanvas gradebook. All Assignments, Discussion Posts, Attendance and other grades should be entered and **up to date** by the end of spring break.
 - This should include posting handouts, requirements and/or rubrics for all upcoming assignments.
 - You should plan for all Assignments to be collected via CarmenCanvas and setup your Assignments accordingly. Do not accept assignments via email.
- Ensure that you are "up to date" with providing grades and feedback to your students—whenever possible, assignments submitted to you should be graded and feedback provided to students within 1-2 weeks of assignments being submitted.

The above is an essential and mandatory requirement that will enable us to operate remotely and to cover for any of you who may become ill.

- Additionally, please post updated resources to CarmenCanvas (you can leave them Unpublished) should the need arise for another instructor to complete your course.
- If you have students who are working with Student Life Disability Services who require accessible materials, please make plans to collaborate with SLDS and CSW EdTech to ensure that accommodations can be made.

Review the [attached guidelines](#)

Our Ed-Tech team has created an overview for those of you are teaching face to face to support your ability to quickly transition your course to a virtual delivery. As you begin to plan, please reach out to cswedtech@osu.edu with any questions you have about Carmen, Zoom, or any

other resources or training you may need for your course. The EdTech team is available to consult with you regarding your course, provide support to assist your planning, or review your course to help identify potential issues you may encounter. If we are required to implement this plan our Ed-Tech team will announce virtual office hours for any of you who need to consult.

Take what you need to teach remotely home with you each evening

- Given the speed and unpredictability with which this virus spreads, plan to have access to current versions of all of the materials that you need to teach, including equipment (i.e., laptop) at home. While it is unlikely to occur, we could be asked to remain off campus for a time. Without knowing what the university response might look like, we need to be prepared for the possibility that we would leave one evening and be unable to return to campus.
- Finally, instructors should be open to providing incomplete grades at the end of the semester should students at any point be unable to participate due to illness, quarantine, and/or lack of access to the internet or devices.

It is our hope and belief that all of this effort represents no more than good planning and will not have to be implemented. However, I have confidence in the work of our program offices that we will be able to maintain a high quality educational program in the event of a disruption.

Wishing you a peaceful, healthy, and relaxing spring break.

Take care,

Tom Gregoire



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Pronouns: he, him, his.

(To learn more about pronouns use this [link](#))