

March 17, 2020

Dear colleagues:

This note is another follow up to the communications that you have received from [the university](#) and [CSW](#) regarding coronavirus updates.

We hope you are well and finding the support you need during this challenging time. Please know our first priority is your personal health and well-being. If you are not feeling well and need to make alternative arrangements for course coverage, please contact the appropriate program director and myself.

For individuals experiencing COVID-19 symptoms (fever, cough and shortness of breath), they should contact their primary care physician. If they are unable to reach their primary care physician, call the Wexner Medical Center's COVID-19 call center at (614) 293-4000 for guidance.

TELEWORKING REQUIREMENTS

The university is requiring all employees who can do so to work from home. Across all campuses, only critical services will be maintained on university property. These include law enforcement and public safety; hospitals and health services; child care; limited meal preparation and service; facility utilities; residential support; and others determined to be essential by the university. Senior vice presidents and deans will make determinations related to working on campus in these areas.

TEACHING CONTINUITY

Instruction Begins March 23

As a reminder, course content will be open the week of March 16, but it is important to note that instruction will not begin for all classes until March 23, 2020. What this means for you as an instructor is that while students can see material in their course, you and your learners are not expected to complete or turn in any materials until March 23rd, and you should not attempt any instruction before this date. Please continue to check in at the [CSW website](#) to remain informed.

Academic Calendar

The following changes will affect you if you are a Spring 2020 instructor, regardless of whether you teach online or in the classroom.

After our extended Spring Break, all courses will resume March 23rd in an online format only, and we will complete Spring Semester one week later with class sessions ending April 24th, 2020. Finals will be conducted Monday, April 27, through Friday, May 1. A schedule for courses that began the semester as online courses is posted below for your reference. Instructors teaching

courses that began as face-to-face should create a schedule based on the assigned meeting dates for their course(s).

14 Week Course Revised Schedule

14 Week Course #	Week Starts	Week Ends
Extended Break	3/15/20	3/21/20
Week 10	3/23/20	3/28/20
Week 11	3/29/20	4/4/20
Week 12	4/5/20	4/11/20
Week 13	4/12/20	4/18/20
Week 14	4/19/20	4/24/20
Finals	4/27/20	5/1/20

Session 2 7-Week Course Revised Schedule

Session 2 7 Week Course #	Week Starts	Week Ends
Extended Break	3/15/20	3/21/20
Session 2 Week 3	3/23/20	3/28/20
Session 2 Week 4	3/29/20	4/4/20
Session 2 Week 5	4/5/20	4/11/20
Session 2 Week 6	4/12/20	4/18/20
Session 2 Week 7	4/19/20	4/24/20
Session 2 Finals	4/27/20	5/1/20

For you as an instructor, this means:

- **All instructors must immediately update their own syllabus by moving the stated deadlines for all course assignments forward by one week.** Please notify students of the changes accordingly by forwarding your updated syllabus to them via CarmenCanvas or email.
- Please note: If you have a scheduled Monday class (Face-to-Face) you will need to combine two weeks of content to accommodate your students. Please reach out to the relevant program director in order to ensure coordination with other instructors who are teaching the same course.

- Upon editing and sending the syllabi to your students, email a copy of your course syllabi, with the course number in the subject line, to [Ambir Myers](#).
- We request that you please be lenient to the needs of students who may have been affected by COVID.
- CSW EdTech will remove “release” dates in online Carmen courses, which will allow students to engage content on their own pace for the remainder of this semester.

Remember, the expectation for you is that you will remain actively involved in courses for the remainder of the term, via CarmenZoom and CarmenCanvas. Our expectation is that you will check-in and use some synchronous time during your assigned class time. This does not need to be a full class period of lecture, but should include some instruction and a check-in with your students.

COMMUNICATING WITH AND SUPPORTING STUDENTS

Students requiring additional help (non-academic) should reach out to their program director and advisors.

BSSW: Jennie Babcock (Babcock.79@OSU.edu)

MSW: Lois Stepney (Stepney.3@OSU.edu)

Ph.D. Mo-Yee Lee (Lee.355@OSU.edu)

Field: Katie Klakos (Klakos.2@OSU.edu)

EDTECH TRAINING AND RESOURCES

To support you in continuing to provide instruction, our EdTech team will provide the following training:

- [RSVP for March 18th at 7PM](#)

We strongly encourage you to attend the above training session. However, if you are not able to make the training, the sessions will be recorded and a link to the session will be shared with you. In the meantime, if you have specific EdTech questions, please complete [this form](#) and someone will respond. Additionally, emails to EdTech should be sent to: CSWEdTech@osu.edu.

The topics to be covered include:

- Implement your digital conversion planning strategies
- Discuss how to prepare CarmenCanvas sites
- Review synchronous vs asynchronous tools
- Provide training for how to conduct course activities online; including:
 - Lectures / content presentation
 - Class discussions
 - Group activities and presentations (synchronous and asynchronous)
 - Share multimedia/videos
 - Meeting accessibility needs of students

INSTRUCTORS INVOLVED IN CANDIDACY EXAMS, THESES, OR DISSERTATION DEFENSES

Video exams are allowed during this semester and will not require a petition. Please work with your graduating students completing a candidacy exam, thesis oral exam or dissertation defense and be as flexible as possible. We expect you to protect the integrity of exam through whatever method is selected. Please use the resources at <https://kepteaching.osu.edu> and <https://keepworking.osu.edu> to help your student with a secure internet connection so the remote exam process can be successful. The Service Desk is available on extended hours through weekends if you have questions about these technology tools and teaching considerations. Contact Service Desk Phone 614-688-4357; Email carmen@osu.edu

WITHDRAWALS AND GRADE FORGIVENESS DEADLINES

The deadline for withdrawals and grade forgiveness for Spring 2020 has been changed from March 20, 2020 to April 3, 2020. The original date, which falls within the extended Spring Break, comes before students will have had a chance to experience the modified instructional format mandated by the University's COVID-19 mitigation plan. The new deadline allows students two weeks of instruction in the new format before requiring them to make a decision.

FORTHCOMING ITEMS

We will keep you updated on the following items as we learn more:

- Spring grade posting deadlines
- Summer session announcements

We appreciate your hard work, and your support of our administration as we navigate these new waters, and look forward to actively working with you towards the future success of our learners.

Please reach out to me if you have any further questions, or feel free to reach out to [Cathy Cole](#).

All the best,

Ramona Denby-Brinson

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