

March 20, 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 practicing good self-care.

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.

TEACHING CONTINUITY

General Information Session for Instructors

CSW will host a second general information session for our instructors so we can answer questions that you have. We strongly encourage you to attend. Program Directors, Field staff, and academic advisors will be available to answer questions and to assist you. These sessions will be hosted via Zoom. The first session is as follows:

- [RSVP for March 30th at 4PM](#)

Attendance and Participation Points

For those of you who have been allowing your students to *earn attendance/participation points in your in-person classes*, as we move into virtual classes only, we wanted to offer a few ideas about how to track attendance in the virtual format.

- First, there is a Zoom “report” in Carmen that can be used to see who attends your “live class sessions” to help you capture attendance for your synchronous class session times.
- Second, in anticipation of some of your students not being able to make the “live class session” please seek to establish the habit of recording those from the start. That way, students who have had to miss because of COVID-19 or other circumstantial challenges, can watch the recording later, and complete the “Live Class Session Reflection Worksheet” (see attached document). Students who complete the “Live Class Session Reflection Worksheet” should be given attendance/participation credit. Please do not penalize students for grammatical concerns, reflection length – the reflection is just the student’s documentation to you that in good faith, they watched your recording, and

provides an opportunity for them to pose to you questions/concerns about the material shared. The student reflections should be **brief**.

EDTECH TRAINING AND RESOURCES

If you have not already, please review the "Online Delivery" materials at <https://go.osu.edu/csw-keepeteaching>.

If you still have questions, please complete [this form](#) and someone will respond.

SPRING GRADE POSTING DEADLINES AND SUMMER SESSION

Many of you have inquired about spring grade deadlines. As of [March 18](#), those dates are still to be determined.

Summer session announcements are also still pending.

REMINDERS

Instruction Begins March 23

As a reminder, course content opened the week of March 16, but it is important to note that instruction will not begin for all classes until March 23, 2020. Please continue to check in at the [CSW website](#) to remain informed.

Academic Calendar

We will complete Spring Semester one week later with class sessions ending April 24th, 2020. Finals will be Monday, April 27 through Friday, May 1. A schedule for courses that began the semester as online courses was included in the communication you received from us [on March 17th](#).

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](#).

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)

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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