University of Georgia College of Public Health
Continuity of Learning Plan

Courses
In the event that face to face courses cannot meet, instructors are encouraged to move their courses to an on-line format to maintain continuity using available UGA resources. Faculty are encouraged to explore options *before* an event to ensure that they are familiar with the tools. OVPI has provided general guidelines to maintain continuity in instruction:
https://ovpi.uga.edu/initiatives/teaching_learning_continuity/

The following list of recommended actions is based on the OVPI guidance and provides additional resources for CPH:

1. **eLC Access** – All instructors should log in to eLC and ensure they have access to their courses. In the event your do not see your course, please contact our CPH Office of Online Learning, Ivonne-Marie Berges at ivonne.berges@uga.edu and a shell (space) will be created for you. In addition, UGA's CTL has just activated an eLC tutorial for all instructors, including specific resources on converting to on-line format. The eLC course "Rapid Guide to Online Teaching" is now live (https://uga.view.usg.edu). If you have an instructor role in eLC, you have already been enrolled. You can "Pin" the course to the top of your eLC main menu by clicking the **Pushpin icon** to the right of the course name. It is highly recommended that all instructors use this resource.

2. **Evaluate attendance policy** – Once classes are in session via a remote format, a flexible student online participation policy is warranted due to a potential lack of equal access to technology. All course materials should be accessible via eLC. Please also note that while USG expects *current* E courses to maintain the regular schedule, it will be important to consider disruptions to student schedules and maintain flexibility with deadlines.

3. **Revise syllabus** – Update course syllabus to reflect changes in delivery and any expected changes in course activities (discussions, assessments, etc.). Post amended syllabus to eLC.

4. **Communicate with students** – Let students in your courses know what changes are coming and how to access materials. Once course materials are loaded into eLC this should provide an accessible format for all content and for communication (reminder to not use non-UGA email to communicate with students). Also query if any students will not have internet access and plan for alternate communication options (including telephone)**.**

5. **Delivery Technology** – Course materials can be delivered synchronously (e.g., video conferencing via Zoom, eLC Blackboard Collaborate Ultra) or asynchronously (recordings and other material posted to eLC). *Synchronous delivery* should be used on a limited basis because of the potential for bandwidth to be overloaded and because some students may not have reliable broadband access. Video conferencing is generally not appropriate for very large classes but can be used for discussion groups, if needed. If you choose this method, plan to record the session and post to eLC in the event that students cannot log in in real-time. *Asynchronous delivery* allows for students to access material 'as needed'. In this case, content can include a combination of lecture videos, audio, power point (including voice over power point), readings, and other resources. It is recommended that videos or voice over power points are divided in to 10-15 minute modules that cover a specific topic.

6. **Assignments and learning activities** – Considering developing activities that can be done independently and/or remotely. Small discussion groups can be facilitated if group work is needed (Office of Online Learning (https://faculty.online.uga.edu) and CPH Online Learning (Dr. Ivonne Marie Berges [Ivonne.berges@uga.edu] can help with set up). Also be aware of accommodations that may be needed for some students (Disability Resource Center can assist [https://drc.uga.edu]).

7. **Assignment collection** – Assignment boxes can be set up in eLC (guidance is available here: https://help.elc.uga.edu/faculty/assessments/assignment-submission-folder/#:~:text=). This is the preferred method of assignment collection because it keeps all course materials in eLC. Grades and feedback can be posted directly and grades can be automatically linked to the eLC gradebook.

8. **Exams and assessments** - Exams and quizzes can be delivered through eLC using the Quizzes tool. Please keep in mind that 'closed book' exams will not be practical. Consider questions that allow for open ended responses and mix objective and subjective questions. The college and UGA OOL can offer strategies to develop appropriate assessments. Quizzes can be posted and taken asynchronously; however, final exams and should be given in real time (synchronous) and can be timed as a regular as an in-class exam would be. Information on creating quizzes/exam can be found here**:** https://help.elc.uga.edu/faculty/assessments/quizzes-creation-delivery/

9. **Grades and feedback** – Plan to use the gradebook function in eLC to post and update grades. Narrative feedback can also be given directly through assignments in eLC.

10. **Track student interaction** – Periodically assess log-ins for each student. eLC shows which content has been viewed and when. Consider reaching out to students to are not logging in or not routinely accessing the course material.

11. **Plan for virtual office hours** – Consider how you will interact with students while minimizing in-person contact. This may be via a set video conference time (e.g., Zoom), using eLC discussion tool, or through direct contact (email and phone).

12. **Laboratory courses** – Laboratory courses are a particular challenge for a remote/on-line format. If possible, consider demonstration alternatives and experiments that can be re-designed to be completed outside of a lab. (An example can be found here: https://phet.colorado.edu).

Defenses
Students defending their theses or dissertations during a closure or times during which gathering may not be allowed will follow guidance provided by the UGA Grad School for alternate platforms (e.g., Zoom and Skype are allowed for student and all committee members). Committee members may grant signing authority via email to major professor and/or graduate coordinator

Internships
Internships may be disrupted even if UGA remains open due to restrictions and issues happening at the site location. Practice and undergraduate coordinators will work with students on a case by case basis, recognizing the need for flexibility. Based on CEPH guidance, the following examples can be used as guide for accommodations (additional accommodations can be made as needed):
• units may modify a student's plan to address different competencies than originally intended

- students may complete different activities/experiences/work products than originally intended
- students may complete products for more than one unrelated site
- faculty may assess students' work products to allow completion of the experience without the products undergoing a review by the practice partner
- units may modify the required contact hours for the experience (Note: CEPH criteria specify no contact hour requirements for applied practice experiences)
- units can waive completion of required paperwork (e.g., preceptor evaluations, journals, contact hour logs) beyond the two work products required in the criteria

Advisement

Undergraduate advisors will work with students remotely for advisement. The Advising Office is coordinating to offer appointments via Microsoft Teams. Graduate student advisement will also be available through remote appointments using platforms as selected by faculty advisors.

Please allow flexibility in appointment times and methods of connection, recognizing that some students may not be able to use video conferencing (email and phone calls are also acceptable).

Capstone

In the event that the Capstone Poster Session cannot be held live, students will be able to post their final poster to a central repository. Posters will be available for viewing using an appropriate venue (e.g., website, eLC, or other in consultation with OIT and Office of Communications). The academic affairs office will coordinate this effort.

UGA and CPH Resources

VPN - UGA EITS operates a VPN to allow for off campus access to the University Network (https://eits.uga.edu/access_and_security/infosec/tools/vpn/). Please note there is some question about the Campus VPN/ArchPass's ability to handle the new higher level of traffic that will come with any sort of campus closure. It should be used for essential business ONLY. To gain access to the files you need for teaching without needing to go through the VPN/ArchPass, you may move all your teaching files to OneDrive (https://ugamail.uga.edu/onedrive_business/). NOTE: OneDrive may not be used to house sensitive data.

CPH OIT

CPHOIT will be available to assist during normal business hours in case of a closure via Bomgar Remote Control. All requests must be submitted via the ticket system so that all team members can see them, and provide support in the most expedient manner. Both Bomgar and the ticket system can be found at helpdesk.publichealth.uga.edu.

If you need a laptop to check out, CPHOIT has a stock of 40 windows laptops with webcams ready for use.

CPH On-Line Learning

Dr. Ivonne-Marie Berges is the CPH point person for information and help with transitioning to on-line offerings (Ivonne.berges@uga.edu)

UGA Office of On-line Learning

CPH online learning office works closely with the UGA OOL. Resources are available at the Faculty Teaching Portal (https://faculty.online.uga.edu).

Center for Teaching and Learning

The guide for technology and teaching and learning continuity is available here: https://ovpi.uga.edu/initiatives/teaching_learning_continuity/