

Dear Colleagues,

We have received many messages over the past few weeks about preparing to teach in the fall. I want to support you and make this as painless as I can. I realize that it is becoming increasingly difficult to keep track of all of this varied information so I have compiled the main points, links and deadlines in this message. I hope you have all you need here as a handy reference as we move through the next few weeks before the start of classes.

I. Preparation for Fall Teaching

Canvas is now online for our fall classes. I encourage you to start getting your course site ready now.

As a reminder, most courses will be taught primarily online. Supplementary, limited in-person meetings in very small groups may be possible as conditions allow, but most of our planning should be focused on preparing to teach on Zoom.

If you are going to bookmark one page to help you navigate the coming semester, this is the one I would recommend:

<https://fas.yale.edu/book/fas-covid-19-information-and-updates-fall-2020/academic-planning-resources-fall-2020/resources>

This page includes links to Poorvu Center guides for using both Zoom and Canvas and for integrating Zoom into Canvas.

You should also review the suggestions put together by the planning committees and task forces, especially the memos on teaching lecture courses and on teaching seminars. These can be found here:

<https://fas.yale.edu/book/fas-covid-19-information-and-updates-fall-2020/academic-planning-resources-fall-2020>

The committees offered a series of suggestions and recommendations about reconfiguring courses and activities for the online format (using small groups, synchronous vs asynchronous teaching, etc.). But please keep in mind that for many of us, major changes to pedagogy are NOT necessary. Still, the documents linked above include recommendations for small adjustments that can improve the experience for both you and the students.

II. Preparing Your Syllabus & Upcoming Deadlines

Syllabi (for undergraduates and graduate seminars alike) are due by August 7. Syllabi should be posted on Canvas and should include information about:

(a) **Course Times:** The revised course time slots are now viewable here: <https://classrooms.yale.edu/fas-standard-meeting-patterns>. Please note the addition of evening slots to accommodate students, faculty and TFs for whom such times are more convenient. Please also check your course listing in OCS and either confirm that the information is correct or send edits to Tanja.

(b) **Recording Videos:** We are strongly encouraged to record videos to post on our Canvas sites and on the ERM website however if you find this burdensome please know we trust you to decide if your course needs a video. We have hired two ERM students to assist with these videos, be in touch with Tanja if you'd like to be connected to a student. Below are links offering advice and instruction. The main point of these videos is to give students a sense of your teaching style and your presence in the virtual context to attract students to your course. Here are the guides:

1. This is a planning guide for creating the welcome videos: <https://academiccontinuity.yale.edu/WelcomeVideos>
2. This is more of a how to: <http://help.canvas.yale.edu/m/55452/l/1266889-recording-and-sharing-videos-to-the-media-library-in-canvas>

(c) Any **cap** for your class size and methods for selecting participants. Caps for courses have been added in WEN by Tanja. You may choose to set up a Qualtrics survey for your course to help you determine how to assign seats if your course is overenrolled. You will be responsible to confirm and let interested students know if they do in fact have a seat in your course if your course is over-enrolled.

(d) **Methods of instruction.** Explain whether you will teach synchronously or asynchronously or some combination.

(e) **Ordering books:** The Yale Bookstore is committed to providing textbooks regardless of class format. There will be a shipping option for those students residing outside of New Haven this fall. The bookstore is accepting adoptions via email TM321@bncollege.com and <http://facultyenlight.com>. The information you will have to list includes: course title and number, estimated enrollment, title, author, ISBN for the required or recommended books. If you are purchasing books for TFs, please submit your receipts to Tanja for reimbursement.

III. Schedule

Students will be expected to submit *a preliminary course schedule for the fall term by August 21, ten days before classes begin, on August 31* (undergraduate students will still have the opportunity to drop and add classes through the end of the first week of classes, Friday, September 4). Relevant deadlines:

- **August 7: Expanded course descriptions available in Canvas for fall 2020 courses**
- **August 7-12: Students submit preferences for limited-enrollment courses**
- **August 17: Students informed of admission to limited-enrollment courses**

From **August 7 to August 12**, students will have the opportunity to indicate their interest in limited-enrollment courses, such as seminars, labs, and capped lecture courses. Departments and/or individual instructors will inform students of their admission to these courses by **August 17** (Tanja and I will work out the logistics around notifying students).

IV. Recording policies

The university-wide norm proposed by the task force is that seminars will not be recorded (for privacy reasons), while lectures will (to make them more accessible to students in different time zones). The Canvas syllabus template asks for your policy regarding recordings. It's important to make your plans clear as soon as possible.

IV. Reminder: Who will be on campus

Three cohorts of undergraduate students will be invited to return to New Haven each semester:

- Fall 2020: First-year students, juniors, and seniors may be in residence in New Haven; sophomores (and those who choose to) will participate remotely.
- Spring 2021: Sophomores, juniors, and seniors may be in residence in New Haven; first-year students (and those who choose to) will participate remotely.
- Students with home situations that seriously impede their ability to learn online will also be invited back to campus for both semesters.

If there is any way I can support you in this time, please feel free to reach out. I am happy to help!

Sincerely,

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