



UM Course Continuity Plan

Blank planning worksheet

This worksheet is designed to help you develop a basic continuity plan for your courses if a campus crisis (i.e. prolonged adverse weather; health epidemic) significantly disrupts your instruction.

Instructor Name(s)	
Course name and number	
Department	
Meeting days/times	
Number of students	
Course modality	
Course resources	

Issue	Considerations	Obstacles	Resources	Continuity Plan
Working at home	<p>If the university was suddenly closed, would you have the resources at home to continue teaching your class? - internet access, childcare plan.</p>			
Communicating with students	<p>Be consistent with the digital tool selected for online communications, and be sure to post this information in a prominent location, such as the Syllabus/START HERE page in Blackboard.</p> <p>Set expectations for how students should engage in the communication, including how they should contact you.</p> <p>Set expectations with students for how quickly you will respond to online communication.</p>			
Getting course content to students	<p>Are you comfortable with asynchronous teaching, or do you prefer students attend your class virtually at the scheduled time?</p> <p>Are you comfortable recording your lecture in a video or audio file?</p>			

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	<p>Are you comfortable leading a class discussion online or via virtual meeting software?</p> <p>What course materials you usually present in class could you upload to Blackboard?</p>			
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Attendance and other policies	What course policies may need revising to accommodate students who are sick, caregivers, or unable to access the internet on a regular basis? (i.e. Attendance, late work, format of assignment submissions, testing, etc.)			
Giving/collecting homework	If a student only has access to the internet via a mobile phone, would they be able to submit homework?			
Giving quizzes	<p>If a student only has access to the internet via a mobile phone, would they be able to complete quizzes?</p> <p>Do all of your assessments require proctoring? Are there any that are currently proctored that can be given in a non-proctored setting, or revised to ensure academic integrity in a non-proctored setting?</p>			

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Giving exams	<p>If a student only has access to the internet via a mobile phone, would they be able to take exams?</p> <p>Do all of your assessments require proctoring? Are there any that are currently proctored that can be given in a non-proctored setting, or revised to ensure academic integrity in a non-proctored setting?</p>			
Using a digital learning platform	<p>Is there a digital learning platform that accompanies your textbook that you could utilize for homework, automated quizzing, and practice activities? Are you already using it? How much does that platform cost? Is it mobile-friendly?</p>			
Shortened semester	<p>If we are faced with a shortened semester, is there course content that can be eliminated from your class while still achieving all of your learning outcomes for the class?</p>			
Extended semester	<p>If the university must extend the semester into the summer due to a shutdown without academic continuity, how will</p>			

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	you accommodate students who cannot stay on campus after the regular semester ends?			
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You become unable to continue working	If you become ill or must care for those who are ill, is there a plan for how you can continue to teach your class or who would take over your class? How will you share materials with that person?			