

UW SPH WINTER QUARTER 2022 – INSTRUCTOR GUIDANCE RE: IN-PERSON INSTRUCTION

Thank you for everything you have done and continue to do to make UW SPH an outstanding learning environment for our students! While we continue to monitor the situation closely with Omicron (and will continue to do so with future variants), the current plan is to continue in person instruction in Winter 2022. The guidance below is designed to help instructors navigate some of the unique challenges that have come up with returning to campus, including:

- [Updated expectations for instructors now that we have returned to “predominantly in-person instruction”;](#)
- [New resources for instructors to help them meet these updated expectations;](#)
- [The limited circumstance in which one of your students qualifies for fully remote instruction for the entire quarter;](#)
- [The \(much more common\) situation in which a student needs to temporarily shift to remote instruction during the quarter;](#)
- [Situations in which you may need to shift your entire course to remote instruction for the quarter;](#)
- [Situations where you may need to temporarily shift your course to remote instruction.](#)

Updated expectations for instructors now that we have returned to “predominantly in-person instruction”:

1. Please record your presentations and any other parts of your course that can be recorded on Panopto, Zoom, or another platform so that students attending remotely can view them asynchronously. These recordings should be made available via Canvas, along with all other course material. Instructions on how to do this can be found on the [SPH Online Learning Support](#) site. All instructors have been notified of the recording modalities available in their assigned teaching rooms for the winter quarter and how to use this modality, but if you have questions, please reach out to the instructional TAs (see “[resources](#)” below).
2. Design your courses with flexibility in mind. In particular, please build flexibility into course requirements and deadlines. Examples of flexibility include: 1) allowing students to turn in assignments and take tests either in person or remotely, 2) not using in-person participation as a grading criterion, or 3) holding some or all office hours via Zoom. Another suggestion from autumn quarter instructors was to build in remote sessions at specific times during the quarter (e.g., close to midterms) to relieve some of the stress of in-person

classes; the thinking behind this is that students would be more likely to attend all the remaining in-person sessions, knowing that there would be some designated remote sessions.

3. Please stay home if you are unwell. Prepare a plan to share with students at the start of the quarter for how presentations and course material will be delivered if in-person instruction is not possible. For instance, you may want to explain how and when students will be notified if individual lectures will be taught remotely/online due to instructor illness.
4. Please include specific language in your syllabus (see [Instructor FAQ](#) for sample language) and on the Canvas site about:
 - a. Student and instructor (and TA, if appropriate) responsibilities and expectations.
 - b. What will happen if an instructor is unwell.
 - c. What students should do if they are unwell.
 - d. Any expectations regarding in-person participation for students who do not have accommodations or special arrangements for learning remotely.
 - e. Which sessions (if any) the instructor plans to hold remotely and how students can participate remotely.
 - f. Whether/how students who have received approved accommodations or made special arrangements can participate remotely in (and/or obtain participation credits for) class meetings that are held in person.
 - g. Policies for making up work, including whether students who have received approval to take the class remotely will have an alternative way to earn participation points (if relevant) and how make-up work will be graded.
5. Please note that **instructors are not expected to effectively teach two courses**, meaning one remote and one in person. The limited number of students who qualify for fully remote instruction will be informed before the quarter starts that they should expect to have access to course materials, including recorded lectures, but not to synchronous online instruction.
6. Likewise, **instructors are not expected to teach simultaneously in person and online** (also known as “hyflex” instruction). Some instructors from the autumn quarter reported that they ended up using Zoom to record their lectures for students with approval to take the course remotely or excused absences and that, as a result, they ended up having some students participating remotely via Zoom for many of their class sessions. **You are not required to do this.** If you think that you may choose to go this route, please reach out to the instructional support TA’s (see “Resources” below) before the quarter begins if you need assistance.

New resources for instructors to help them meet these expectations:

The SPH OD has hired two instructional and technical support TAs (who started in early September) to provide faculty with instructional design assistance and technical support for recording lectures. They are available for individual consultations with you and/or your TAs before the beginning of the quarter and can meet you in your classrooms to help you run through setting up your equipment. You can schedule an in-person or Zoom appointment by emailing them at sphta@uw.edu.

If you have an urgent need for assistance (e.g., because you are having difficulties with the equipment in your classroom at the beginning of class), Classroom Services can respond to **urgent requests** for troubleshooting and technical assistance:

- Main Campus 206-221-5000 (press 2)
- Health Sciences 206-543-6729

Health Sciences Classroom Services has a supply of "loaner" equipment (laptops, microphones, etc.) available for instructors to reserve or pick up the same day on a first come first served basis for instructors in rooms without built-in equipment. If you have questions, you can talk to staff at HS Classroom Services by calling the number above or visit them in person at T291A, the room where you would pick up the loaner equipment. Once you know what you need, reservations should be made online at: https://hscrs.formstack.com/forms/crs_request_wizard.

Limited circumstances under which students may qualify for fully remote instruction:

There are two mechanisms by which students enrolled in SPH programs can qualify for remote instruction:

- If they receive a formal accommodation (managed by UW [Disability Resources for Students \(DRS\)](#) that specifies that they are eligible for fully-remote instruction.
- If they receive a "special arrangement" (a school-specific process managed by the School of Public Health Office of the Dean, SPH OD) to take their classes remotely during AY21-22.

- 1) DRS Accommodations:** Students who are immunocompromised (or experiencing some other diagnosed physical or mental health condition that would prevent them from participating in in-person classes) will be referred to Disability Resources for Students ([DRS](#)) because they may be eligible for a formal accommodation. While instructors are required by law to provide reasonable accommodations for students

with a formal DRS accommodation, DRS rarely recommends that a student be provided with fully remote instruction. If a student receives a DRS accommodation, instructor(s) will be notified directly by DRS by email, and this email will include very specific guidance regarding how to handle the situation. Instructors may wish to familiarize themselves with the [DRS process as well as faculty resources and responsibilities](#).

2) SPH “Special Arrangements: There are two primary reasons why students in SPH may be eligible for a special arrangement to take a class remotely:

- Students are living with someone who is immunocompromised.
- Students cannot travel to the U.S. because they are unable to obtain a visa.

Students seeking special arrangements to take their SPH classes remotely for either of these reasons are required to submit a request to the SPH Office of the Dean before the quarter begins.

While SPH OD special arrangements are more likely to include fully remote instruction than DRS accommodations, only 26 SPH special arrangements were approved in the autumn quarter. The Assistant Dean for Students in SPH reviews these requests and consults with the student's program/department before approving them. One of the considerations is whether the instructor will be able to accommodate the student's request for remote instruction. If this is not possible, the student may need to wait to take the class at another time or (in the case of required courses) petition to replace the class with another class that can be taught remotely more easily.

Circumstances under which students may need to temporarily shift to remote instruction:

The Autumn quarter has taught us that there is any number of legitimate reasons that students may need to stay out of the classroom, including travel restrictions (particularly at the beginning of a quarter), COVID illness, symptoms, or exposure. It is important to have remote options for students when this happens. A remote option does not need to be synchronous and does not need to be equivalent to the course being taught in person.

You may wish to remind your students at the beginning of the quarter that ***students are responsible for notifying their instructors and program directors/staff directly by email in advance of the dates they will be absent/unable to attend in person even if they have a legitimate reason for not being able to attend.*** (You may receive notification from

Environmental Health and Safety if a student tests positive for COVID; see [Instructor FAQs](#) for more information about these communications and how to respond to them.)

Please note that Instructors are **not** required to allow students to take their classes remotely for reasons other than the ones listed above or for students in their classes who are not matriculated into programs in SPH.

Circumstances under which you, the instructor, may need to shift your course to remote instruction for the entire quarter

While the University of Washington has shifted to in-person instruction as the primary mode for AY2021-22, we understand that there are reasons why some faculty may need to shift their course to remote instruction for the entire quarter.

The most obvious of these reasons would be if the entire campus needs to move to remote instruction to stay consistent with most up-to-date public health guidance. We ask that you keep abreast of campus-wide announcements and be prepared to pivot to online instruction if necessary. (The campus [COVID webpage](#) is a great resource.) We have faced this kind of uncertainty before and you managed it with grace and compassion. We are in a much better place than we were at the beginning of the pandemic due to broad availability of vaccines and testing; new, effective therapeutic; a much better understanding of how to control transmission; and the development of outstanding infrastructure for contact-tracing and institutional response. Nonetheless, Omicron (and presumably future variants) may provide new challenges. We are closely monitoring the situation and University leadership is constantly in communication with Public Health Seattle and King County, WA Department of Health and the Governor's office. Any decision for the entire campus to move to remote instruction and/or work from home would come from the UW President and Provost and would be broadly disseminated to the University community.

Per University policy, there are also two mechanisms by which an instructor may request to shift *just their own course* to 100% remote for a single quarter:

1. Instructors who cannot teach safely in person due to a personal medical condition (e.g., because they are immunocompromised) may be eligible for an accommodation from the [Disabilities Support Office](#) (DSO), in which case they should contact DSO directly. If DSO approves the request, they will inform the individual's department chair and inform them of the nature of the required accommodation.

2. The Provost has delegated limited authority to deans to approve one-time “special arrangements” for instructors to teach their course 100% remotely if they have some truly extenuating circumstance. In the school of public health, this arrangement has typically been provided for instructors who are living with an immunocompromised person. If you wish to request a special arrangement, please contact your departmental chair and A/HR manager to request permission to teach their course(s) remotely. If they support the request, department chairs will in turn submit these requests to the Dean for approval. Once the Dean approves the request, the Vice Dean for Education in SPH forwards the request for a one-time DL request to the Vice Provost for Academic and Student Affairs and the Registrar.

Situations in which you, the instructor, may need to shift your course temporarily to remote instruction:

As is the case for students, there is any number of legitimate reasons that an instructor may need to shift a course online temporarily. We recognize that this includes not only reasons mandated by local public health agencies and UW EH&S (see the [summary of public health guidance developed by UW EH&S](#)) but also for personal or family reasons (e.g., because your child’s school has been canceled or shifted to remote instruction). Faculty have the right to do this without seeking prior permission. Please make sure that you communicate clearly with your students about any changes in class modality and keep your department chair informed about your situation.

Please note that we have sent a separate [message/FAQ](#) to SPH students at the end of Autumn quarter 2021 that outlines expectations from a student’s perspective.

We hope that providing this framework for instructors and students will provide clarity for all community members and lessen frustration and confusion. Please don’t hesitate to reach out to your department chair or Carey Farquhar at cfarq@uw.edu if you have any questions or suggestions.