

Teaching Tip: Planning for Course Continuity During Emergencies Related to Hurricanes and H1N1

Pensacola has been fortunate to have experienced quiet hurricane seasons during the past three years. However, among the many lessons learned following the direct impacts of Hurricane Ivan (2004) and Hurricane Dennis (2005), faculty at UWF have learned to anticipate the potential disruptive effects of natural disasters on their courses. This fall, we face an additional source of potential disruption: widespread illness related to the H1N1 virus.

Include safety and emergency preparedness information on your syllabus

Instructors should include information about safety and emergency procedures on the course syllabus. Describe how your course would be continued or completed if an emergency were to close the University for an extended period of time, including a description of the tools you would use to continue class instruction electronically if face-to-face classroom instruction were suspended (e.g., following campus evacuation for a natural disaster or if the campus were quarantined to control a pandemic).

Learn to use the instructional tools available through eLearning to communicate with students and maintain continuity of the course electronically in the event that the campus is quarantined for face-to-face instruction to prevent spread of infection.

The basic eLearning tools that might be used to support continuation of a face-to-face class during quarantine include:

- Grade book for tracking and posting student grades on assignments
- Drop boxes for submitting student assignments and providing feedback on assignments
- Procedures for posting and sharing documents and other course materials online
- Group mail to efficiently contact all students in the course
- Announcements and News tools in eLearning for communicating with students in the course

Additional eLearning tools are available that more technologically-skilled faculty might use as part of an alternate plan to support instruction and maintain course continuity following an emergency.

Select one day during the semester to conduct a test run in which you conduct class using these electronic tools. This exercise will develop and promote technical literacy skills in both faculty and students.

During hurricane season (June 1 through November 30) faculty should consider including one or two days of “flexible time” in the course schedule to accommodate potential campus closures or class suspensions related to emergency conditions. When this unscheduled time is not used to accommodate an actual emergency, it will create some flexible class time that will enable an instructor to adjust the pace of the course and spend additional time on topics that students find challenging.

Suggested text for inclusion on syllabus is provided on the Syllabus Construction page:

<http://uwf.edu/cutla/frs-syllabus.cfm>

Information about hurricane preparedness plans is available on the UWF web site:

<http://uwfemergency.org/hurricaneprep.cfm>

Information about other emergency procedures is available on the UWF web site:

<http://uwfemergency.org/>

Describe your policy on how you will handle official adjustments (closings and delays) to the academic calendar, including any rescheduling of examinations or assignments due to inclement weather or other campus emergencies. If necessary, make arrangements to communicate with students directly if weather conditions cause an official cancellation of a normally scheduled class. Alert students to existing emergency plans related to inclement weather, including information about where students can obtain information about campus closures. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM.

Teaching Partners Program Begins Second Year

The Teaching Partners Program promotes the exchange of effective and innovative teaching strategies. This initiative is jointly coordinated by CUTLA and the College of Arts and Sciences.

Teaching Partners Goals

The Teaching Partners Program is designed to:

- Encourage the development and exchange of successful and novel teaching practices at UWF.
- Fulfill UWF's strategic priority
- Facilitate peer reviews of teaching.
- Supplement departmental mentoring programs.
- Provide a mechanism for creating a teaching mentor component for faculty who wish to develop a mutual mentoring team.

of inspiring and achieving the highest levels of student learning, creativity, and success that encourage the development of individual potential in students, faculty, and staff.

The program is open to all full-time faculty members at UWF. Participants will partner with another faculty member based on their teaching backgrounds, goals, and interests. Teaching partners will visit each other's face-to-face or online classes to learn about and share each other's teaching methods and practices.

Application Form and More Information

For more information or to join the 2009-2010 Teaching Partners group, visit <http://www.uwf.edu/cas/partners/>. Faculty who are interested in participating should complete the online application form on the program's web site before the semester deadline.

Join the 2009-2010 Teaching Partners group
<http://www.uwf.edu/cas/partners/>
Application Deadline: September 8

New and Updated Resources on the CUTLA Web Site

The CUTLA web site continues to grow to better serve faculty needs. We've adopted the Google Calendar to improve review of upcoming events. Click on an event in the calendar to open a description of the event, register and send an RSVP for the event. The home page also includes a matrix with links to commonly used resources. If you have suggestions to improve navigation or requests for a resource page topic, send them to Claudia Stanny at CUTLA.

Information about turnitin Accounts

Interested in using the turnitin software but don't have an account? Contact Mary Hallford (473-7435) to request an account. Don't know how to submit student papers to the turnitin site for evaluation? The turnitin page on the CUTLA web site links to online training

sessions and instructional videos that step you through the submission process. Do you have an account but forgot your password? Go to the turnitin web site and request to have your password reset.

Academic Integrity Resources

The best practices discussed in breakout sessions at the Fall Faculty Assembly on Academic Integrity (August 20) will be archived on resource pages for academic integrity.

Syllabus Construction

The Syllabus Construction web pages have been updated to include information about maintaining continuity of courses following a hurricane or other natural disaster.

Topical Archive of Get Engaged Teaching Tips

More than 60 past teaching tips are now archived in a topical archive page. New tips will be posted to the archive pages when they are distributed through campus email.

Syllabus Construction

<http://uwf.edu/cutla/frs-syllabus.cfm>

Topical Archive for Get Engaged Teaching Tips

http://uwf.edu/cutla/topical_archive_teaching_tips.cfm

Academic Integrity Resources

http://uwf.edu/cutla/academic_integrity_resources.cfm

turnitin Information and Training

<http://uwf.edu/cutla/turnitin.cfm>

Calendar of Events for Fall Term

Teaching Partners

The Teaching Partners Program promotes the exchange of effective and innovative teaching strategies.

September 3, 2009

Organizational Meeting

Nautilus Chamber

University Commons

12:00 PM (noon) –1:00 PM

September 9, 2009

Deadline for Applications

September 11, 2009

Peer Observation Workshop

Pace Library

Room 504 (5th Floor)

11:30 AM–1:00 PM

Discuss strategies for conducting a class observation and practice giving formative feedback to a peer.

Tell Your Students About ArgoGrams



<http://uwf.edu/cutla/argogram.cfm>

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Faculty Fridays

Meet for collegiality and lunch followed by a program on topics related to teaching and faculty career issues.

Faculty Friday workshops begin with a lunch at noon. The program begins around 12:45 PM and ends at 2 PM.

September 25, 2009

Getting Support for Research & Scholarly Work: Identifying and Obtaining Resources for Internal and External Funding

Pace Library

Room 504 (5th Floor)

Noon– 2:00 PM

Representatives from the Office of Sponsored Research and the Scholarly & Creative Activities Committee will discuss opportunities to obtain external and internal funding for research and other scholarly work.

October 16, 2009

Characteristics of New Students and Classroom Civility

University Conference

Center, Room A

Noon– 2:00 PM

Discussion of the characteristics of Millennial students. How can instructors best socialize incoming students to the scholarly culture of academia? How can instructors best respond to the challenge of promoting classroom civility?



November 6, 2009

Clickers in the Classroom

Pace Library

Room 504 (5th Floor)

Noon– 2:00 PM

Thinking about using clickers to engage students in your classes? Facilitators will demonstrate how to create clicker questions in PowerPoint. Faculty currently using clickers will demonstrate various ways they use clicker questions to engage students and promote student learning.

Facilitators: Claudia Stanny and Michael White

Scholarship of Teaching and Learning (SoTL) Interest Group

The SoTL Interest Group provides mutual support for participants engaged in projects in the SoTL.

Meeting Times:

12:00 noon– 1:00 PM

BLDG 53 , Room 214

Dates will be announced on the CUTLA Calendar. Contact Claudia Stanny if you would like to be added to the SoTL email list.

