

AY 2020–21 ACADEMIC INSTRUCTION:  
GUIDANCE FOR COLLEGES, SCHOOLS, DEPARTMENTS, AND PROGRAMS  
FROM THE ACADEMIC INSTRUCTION IMPLEMENTATION TEAM

Edition 4: July 16, 2020

Topics: Class Scheduling & Registration; Pass/Fail; International Students; Office Hours and Advising; Field Classes & Field Work; Internships; OIT Updates

## What's in this edition of guidance, and what's coming soon

This edition includes updates on classroom space and scheduling; student class registration; pass/fail and "No Credit" changes; and OIT services. It also includes new guidance about international student travel enrollment; office hours and advising; field classes, field work, and internships; and an FAQ about students' class schedules.

Future editions will address topics including:

- Identifying and advising students who are taking all their courses remotely
- Administering midterm and final exams, including proctoring advice
- Building access for students
- Availability of campus space for student study and collaboration, and for faculty-student meetings
- Syllabus statement on student behavior related to COVID-

classes. All new and continuing students will be able to enroll and further modify their class schedules in early August. The full timeline is as follows:

Transfer and Transfer Summer-to-Fall Enrollment:



## Tell your faculty, students and academic support staff: office hours and advising

Edition #2 of guidance from the Academic Instruction implementation team included this advice:

Since this advice was published, we have determined that the use of faculty offices should also take ventilation into account, in line with [campus efforts to mitigate COVID-19](#). However, the Facilities team does not have the time or resources to evaluate faculty offices for airflow before the fall 2020 semester begins because analysis of classrooms, research labs, staff offices, and other spaces used by groups and teams takes precedence. Therefore, we are revising our guidance: instructional personnel should not hold office hours in their offices in fall 2020. This includes both individual and shared offices and cubicle spaces. In almost all cases, this means that office hours must be held remotely.

The campus is still working on identifying classroom space that can be used for in-person faculty-student meetings when needed, and a future edition of guidance will include an update.

Instructional personnel who hold office hours via Zoom will likely find it helpful to use [the Waiting Room feature of Zoom](#), which allows the meeting host to invite participants into a meeting one at a time or in selected groups. This feature maintains student privacy when needed and also supports keeping scheduled appointments.

Academic advising and coaching support for undergraduate students will continue remotely throughout the fall 2020 semester. Advising programs believe this will offer the best student experience given the requirements to wear masks and comply with social distancing guidelines and the inherent challenges and barriers those requirements pose to developing rapport with students. It is also common for advisors to share computer screens with students, and in limited and confined office spaces that would not be feasible. Colleges and schools may have requirements for office spaces to be open, which may result in advisors and peer advisors being physically present on a rotating basis, b 4MCID9rs b9( )] TJa3(ese)-3(n)3(t )7(o)-

campus social distancing guidelines, including not holding in-person office hours in faculty offices in fall 2020 (see above). All faculty advisors and other graduate student advisors should be mindful of the fact that students may have reservations about meeting in person and should offer remote advising options. Graduate advising staff who wish to work on campus should work with their individual unit/college/school to be cleared for approval. Staff in the Graduate School will continue to provide assistance, support, and resources remotely throughout the fall 2020 semester.

Tell your faculty, students and academic support staff: field classes, field work, and research/creative work involving interpersonal interaction

For many field classes scheduled for fall 2020, instructors have discovered that transporting student groups to off-campus field sites in university-provided vehicles while following State Public Health orders is difficult to implement and cost-prohibitive. Most of these classes have been revised as necessary so that field exercises involve only local day trips. However, these trips will require that most students transport themselves to field sites, which highlights the fact that even day trips this fall will require additional planning and care.

interpersonal interaction, please refer to the [Return to Research and Creative Work Plan with Addendum for Fieldwork](#)

A common question is if departments can be reimbursed for technology purchases. If a department has

