



TIGERS
TOGETHER

PREPARED BY

**The Remote
Instruction Team**



Guiding Principles

To review our current remote instruction model and offer recommendations for any needed adjustments.

Identify best practices that can equip our students, faculty and staff to effectively work remotely if necessary.

The following recommendations have been adopted based on current conditions and understanding of COVID-19. It is imperative that future decision-making be informed by our evolving understanding of the risk to students, staff and faculty.

Training:

1. The Faculty Summer Institute is now available for all teaching faculty, including graduate assistants, as a self-paced course at https://www.memphis.edu/um3d/summer_institute.php
2. Training and resources for using eCourseware and remote teaching can be accessed at <https://www.memphis.edu/umtech/teaching/keepsteaching/index.php>.
3. Training for students on e-Courseware, Linked-In-Learning (Microsoft Word, Excel, Zoom, Microsoft Teams, etc.) and best practices for learning online is available at <https://www.memphis.edu/umtech/teaching/ecwstudent.php>

Course Design/Syllabus Standards:

1. All syllabi should include the following items:
Requirements for supplemental materials and textbooks, including costs
 - Technology equipment for remote learning (if applicable), including computers, appropriate internet service and bandwidth. Information Technology Services will publish the requirements.
 - Course format (synchronous vs. asynchronous).
 - Virtual office hours with Zoom link.

2. All M50 and web courses will use the UM3D Gold Rubric for designing remote courses
 - Remote courses not originally scheduled as WEB courses should follow best practices for asynchronous or synchronous remote instructions.
3. Faculty are encouraged to use open-access resources (free and online) to increase online and remote access
 - Allows resources to be more readily accessible to the student, reduces costs and can easily be integrated via a link within the learning management system.
 - Faculty considering open-access resources should inform the ITS division to assure that they comply with University policies regarding protection of data, signatory authority, etc.

Testing

Follow the recommendations from UMGlobal's UM3D. Proctoring is not recommended as a first choice. <https://www.memphis.edu/um3d/resources/assessments.php>

Policies and Guidelines

1. At a minimum, all faculty should communicate syllabi for every course two weeks prior to classes beginning to allow students to make a choice about continuing with enrollment in classes and make appropriate adjustments. Faculty are strongly encouraged to set up and use the eCourseware gradebook and other course materials to help monitor student performance and keep students apprised of their progress.
2. Each unit is encouraged to develop a formal remote work plan, including:
 - Advisors
 - Academic Departments
 - Graduate School
 - University Student & Business Services
 - Health Services
 - Student Enrollment Services Departments
 - Student Academic Success
 - Testing Center



#StillDrivenStillDoing

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BE FOUND AT [HTTPS://MEMPHIS.POLICYTECH.COM](https://memphis.policytech.com). UOM37FY1920/21