

Subject: [col-sw-emp-fac-adj] Preparing for Fall Teaching at GSSW
Date: Monday, August 24, 2020 at 7:00:17 AM Mountain Daylight Time
From: Leslie Hasche
To: Christine Mafana
Attachments: GSSW Course Coordinator Announcement wkr edit.docx, SOWK4XXX-Fall-2020-OG-inprogress.docx

Dear GSSW Faculty,

I hope this email finds you all well and assured that the GSSW community is resolved to continue to offer impactful social work education that is responsive to the calls for racial justice and to the impacts of the global pandemic. As we approach the start of the academic year, I write to offer some guidance on how to prepare your upcoming courses.

Given the length of this email, please know you can consult with the program directors and me as needed. Please email us, or join the upcoming office hours or town hall:

Academic Affairs Office Hours: Wednesdays 12:00 – 1:00 PM on [Zoom](#)

Jae McQueen & Akio Correll Office Hours on Syllabus Template, Canvas

Template and Faculty Support: Between 8/24 and 9/4: Mondays, 10-11 am, Tuesdays 11- 12 noon, Thursdays 10-11 am, Fridays, 11-2 on Zoom

[Jae McQueen and Akio Correll Office Hours](#)

Adjunct Faculty Town Hall: September 3, 2020, 4:00 – 5:00 pm on [Zoom](#)

Required Trainings: All faculty are required by DU to complete two self-paced trainings in Canvas before the start of the quarter:

1. **Trail Back to Campus:** This brief [Trail Back to Campus](#) provides an overview of recommended health precautions, including expectations for those who return on-campus. Even if you are not going to be on the Denver Campus, please complete this required training by September 10, 2020.
2. **Faculty Institute for Inclusive Teaching:** This brief Canvas course offers a shared language and recommended skills for how the University of Denver faculty can engage in inclusive teaching practices. For more resources, see [DU Office of Teaching and Learning Inclusive Teaching Practices](#) The Council for Social Work Education also released these new resources on [CSWE Center for Diversity and Social & Economic Justice](#)

Returning to the DU Campus: As described in the prior adjunct meeting, which you can watch in this [video recording link](#), Password: 5s=6F\$Nb A detailed checklist of steps to take to return to campus will be sent out to you next week.

We are taking many precautions to prioritize the safety for all in our community. All on-campus classes for GSSW will be reduced in class size to about 12 students, use a flipped model where 90 minutes of material is provided in advance as asynchronous online learning and 90 minutes of the class will be 'live' on-campus, and be ready to move online in Zoom if public health guidance requires it.

For GSSW, please know that most of our operations will continue virtually. If you do need to come to campus to teach, even for your online course, that is an option.

Preparing Your Courses: Across our MSW programs, we are prioritizing the option for in-person learning for students through their field internships. MSW@Denver, Four Corners MSW Program, and Western Colorado MSW Program will offer all academic courses in an online modality. Denver Campus MSW and PhD Program will offer online course

modalities, and some optional on-campus modified face-to-face course sections, as long as public health guidance allows. Please explore the resources from [DU Office of Teaching and Learning](#) and 2U as you prepare. Here are some specific tips and next steps: as you prepare. Here are some specific tips and next steps:

- 1. Syllabi:** All GSSW courses are converting to a new accessible and abbreviated syllabus template. Policies will automatically appear as a module within your Canvas container. For MSW@Denver, foundation courses, and required concentration courses the syllabus will be provided to you in the new format with the alignment to CSWE competencies.
 - For non-foundation courses, please update to use of the attached syllabus template.
 - If your course is in Canvas, upload your syllabi into your course container.
- 2. Assignment Details:** With the revised syllabus template and in response to the frequent student concerns for how assignment expectations may differ between the syllabus and the Canvas container, we are asking that you use Canvas to post any specific details about expectations for your assignments.
 - Confirm and update any assignment details, including requirements, due dates, and rubrics in your course container.
- 3. Office Hours:** All office hours and student meetings should be offered virtually.
 - Post your preferred contact information, expectations about communication/response times, and how you may offer virtual office hours or appointments as needed in your course container.
- 4. APA 7th Edition:** GSSW will be using APA 7th Edition this year. For a quick reference of updates, see the University Writing Center.
 - Update your syllabus and course materials to the APA 7th edition, to include Leganto Links through the DU Library, and to be in compliance with fair use and copyright laws.
- 5. Course Containers:** MSW@Denver will continue to use the 2DU learning management system, and you should expect to get access to your course on August 24, 2020. All other programs are required to use [Canvas Containers](#) to post your syllabi, to organize learning activities, to receive assignment submissions, and to provide feedback and grades. For multi-section foundation courses, your lead faculty is developing the Canvas container and will push that container out to your course. If you are developing your own container, you have three options for how to prepare Canvas:
 - Organize your container so students can clearly understand expectations in the flipped learning activities. You have options for how to use a template in Canvas:
 - a. Email Akio.Correll@du.edu for the GSSW Canvas Template and instructions. You will need to enter in your course specific information and update HTML specifications for your course
 - b. Import the [DU Canvas Container](#) from the Office of Teaching and Learning, which has yellow highlighted content for you to update in a simpler format.
 - c. Import or email Leslie.Hasche@du.edu to see about importing a prior course container's content.
 - Use Zoom within Canvas to set virtual 'live sessions' or office hours.
 - It is highly recommended that lead faculty make course containers available to each section instructor by August 31, 2020.
 - By September 9, please publish your course container and send a welcome email to your students.
- 6. Course Content:** Most courses will run in a flipped modality of 90 minutes of synchronous 'live' session in Zoom or on-campus and 90 minutes of asynchronous learning activities. We can provide consult on how to approach the course content, if needed. Our primary tips are:
 - Simplify and prioritize how you will approach activities to achieve 2-3 learning objectives each week.
 - Consider how you may shift some assignments to be in-class or asynchronous learning activities. - If you use video lectures, keep them short to 5 – 10 minutes to promote engagement.
 - Consult with your lead faculty, course coordinators, or with each other. See the attached announcement describing the GSSW Staff Course Coordinators. Additionally, we are continuing ad hoc supports of course coordinators for specific multi-section courses, in addition to those covered by our staff course coordinators.
 - Be creative, offer choice, and remember to take care of yourselves and to ask for help, if needed. We'll be ready to support you.
- 7. Class Coverage:** Please sign up for our substitute pool by completing this [survey](#). We will pay substitutes for their coverage of classes. If you need a substitute, please let your course coordinator or program director know, and they will coordinate the coverage. If you need more extensive coverage during the quarter, please

let Leslie.Hasche@du.edu know as soon as possible. I am encouraging all instructors to formulate a back-up plan should you unexpectedly come to need more extensive coverage (e.g. identifying a back-up instructor or instructors ahead of time).

With that, I am going to take some time off during the end of August. I will be more limited and delayed in responding to emails, yet we have many helpful resources available to you including your faculty colleagues, lead faculty, the course coordinators, the [Office of Teaching and Learning](#), the [GSSW Tech Team](#), and our [Academic Affairs](#) team of faculty and staff. I will be rested and back ready to help you finalize your fall course plans in September. I hope you all can have a few restful days too.

With gratitude for all that you are doing to support our students.

Sincerely, Leslie

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Pronouns: She/Her/Hers

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