


**From:** GSSW Academic Affairs [gsswacademicaffairs@du.edu](mailto:gsswacademicaffairs@du.edu)   
**Subject:** [col-sw-emp-fac-adj] COVID-19 Update: GSSW Faculty Support for Online Teaching, March 25, 2020  
**Date:** March 25, 2020 at 12:20 PM  
**To:** [elizabeth.ohara@du.edu](mailto:elizabeth.ohara@du.edu)



Dear GSSW Appointed and Adjunct Faculty,

We are so grateful for the efforts you are taking to navigate this public health crisis, to take care of yourselves, your loved ones, and our community, and to rush to an online teaching format for Spring 2020 Quarter. We know the work, time, and thought this takes, and we thank you.

With that, I write with a few more instructions for preparing for your online teaching in spring quarter. I know some of you will be prioritizing **entering your Winter 2020 Quarter grades by the Thursday, March 26 deadline of 10:00 pm MST**, so please take care of that first.

Then, when you are ready, we are here to support you in preparing your courses for your online teaching in spring quarter. Remember, we have virtual office hours listed on the [GSSW Internal Website](#), so please join us at these meetings. This website also offers links to technology and curriculum resources, as well as archives of my prior email instructions for online teaching. Here are our few last tips this week.

*Communication with Students:* We are strongly asking you to email your students this week to welcome them to your class and start describing what they can expect. Include when you will offer virtual office hours (i.e., set time during the week, or in your Zoom classroom before or after class).

*Instructions for Zoom Class 'Live' Session:*

- **MSW@Denver:** 2U Faculty support should have provided you with all the information you need to set your Zoom room information for live sessions in the 2DU/.learn learning management system. If you have questions, please seek assistance from 2U Faculty Support at [faculty.support@2u.com](mailto:faculty.support@2u.com) or from [Stephanie.George@du.edu](mailto:Stephanie.George@du.edu). Plus, a great thank you to all who have taught and supported the MSW@Denver classes over the last year. Your expertise and guidance has been such a strength to GSSW as our other programs move to online teaching.
- **Denver Campus, Four Corners, & Western CO Programs:** You are encouraged to offer synchronous 'live' sessions for your classes during your regularly scheduled class times for 1.5 to 2 hours. You do have faculty discretion to decide when in your scheduled class time you will host your live session. Please pick a time that makes sense for your class content and your life schedule. Then, be consistent each week, so your students know what to expect.
  - Your Canvas containers are now ready for you to set your Zoom rooms for your 'live' class sessions. I have attached the instructions to this email. You can also ask for help at [gssw.tech@du.edu](mailto:gssw.tech@du.edu). **Please schedule these Zoom sessions by Friday, March 27, 2020**, as our wonderful GSSW Tech team will double check these Zoom rooms over the weekend to make sure everything is ready for Week 1 of classes on March 30, 2020.
  - Please also take note of the instruction that allows you to 'Enable Cloud Recording on Zoom', as this function is highly recommended because it will allow students to watch the class sessions at a later date if they have to miss the 'live' session because of illness, family responsibilities, or technical difficulties.

*Zoom Practice Sessions:* Would you like a brief ~15 minute Zoom session with GSSW's technology team before you meet for your first class? In this one-on-one with our staff, we will check your audio/video setup while going through basic controls that will have you ready for the spring quarter. Email [gssw.tech@du.edu](mailto:gssw.tech@du.edu) with general times that you are available and we will start to schedule immediately.

*Canvas and Curriculum Support:* DU has offered resources on Canvas in general through the [Office of Teaching and Learning](#) and their [Canvas Container](#). If you have specific Canvas or curriculum questions, please seek out support from us. Within GSSW we have options for:

- Faculty coaches (which were connected last Friday for those that requested one),
- The Academic Affairs team through our [virtual faculty support office hours](#) who could also coordinate a referral to Akio Correll, our Senior Instructional Designer, and
- MSW@Denver materials for some class that are taught across programs, which your lead faculty member or [Leslie.Hasche@du.edu](mailto:Leslie.Hasche@du.edu) can help you access.

*Syllabus Policies:* Please be sure to update the following two syllabus policies with the new content that is bolded below. First, we are requesting that you remove the point deduction for the attendance policy for Spring Quarter, as we are encouraging leniency and understanding. Second, update the Technology policy to reflect your Zoom 'live class session' use.

## GSSW Attendance Policy

Attendance is a matter of professional behavior. Students are expected to be punctual and attend all meetings of a class, including the scheduled hours for field instruction, for which they are registered. Attendance requires not only being physically present in class or field, but also demonstrating the readiness to learn and be accountable for the outcomes of one's own learning.

A single missed session or lateness due to illness or personal/family emergency, inclement weather, or severe traffic jams generally does not affect a student's grade. However, multiple absences and/or repeated lateness are detrimental to the continuity of the learning process and the learning community. Students must notify the instructor (in advance, if possible) if they will be absent from or late to class. The responsibility for reviewing content missed and completing all work in the course rests with the student. **For the Spring 2020 Quarter, GSSW will not implement our usual attendance policy. Leniency will be encouraged with how attendance is counted. For example, you may have the option to watch recorded class sessions. Proactive communication is needed about any absences. Instructor may deduct points for missed classes. Your instructor may still apply participation points and assignment deadlines, as usual.**

## Use of Technology

GSSW supports the use of technology for learning and advancing knowledge while at the same time respecting the classroom environment. In order to create and maintain an optimal learning environment, we ask that students use technology appropriately. During live sessions and in-person sessions, work on laptops, cell phones, and other devices that is not related to the course can disrupt fellow students and negatively hinder shared learning. Students are encouraged to use Zoom video conferencing to connect with instructors and peers for collaboration and consultation outside the live session and in-person class. For more information please consider these [tips for Zoom etiquette](#). **For the Spring 2020 Quarter, this course plans to hold 'live sessions' for class on Zoom at the following times: \_\_\_\_\_.**

*Ways You Can Help:* We are still inviting faculty to sign up for our substitute pool. If you are asked to provide substitute coverage for a class session, you will be paid for your time. Please complete this [Substitutes Volunteer Survey](#) if you are interested. Also, the planning for the 2020-2021 teaching assignments has been delayed. Thus, if you have not completed this [Teaching Interest Survey](#), please do so by April 1, 2020.

Please outreach to us with your questions and ideas for how we can support you.

Thank you, and please take care of yourselves. We are in this together, and we want to support our whole selves of faculty, staff and students as we cope with the ongoing nature of the call to be physical distant and to create some new 'normals' in our days.

best, Leslie

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