**Timeline:** *send between January 4 and January 6*

**Subject Line:** Classroom plans for Spring 2021 General Biology 102-02 Haberyan

**Body of email:**

I realize that the Coronavirus is a stressful factor for everyone, and that the changes that it forces to classroom instruction are a further stress in our lives. I hope to reduce this stress with the following information.

As we are set to begin classes next week, I want to share with you information on course delivery and classroom mitigation for my General Biology section (TR 9:30). The method of course attendance and engagement will be “alternate synchronous,” meaning that half of the students will attend on Tuesdays and the other half will attend on Thursdays. Lectures will be streamed live for those not in attendance, and recorded for alll students to review.

I’m attaching the weekday that each student is to attend in person. Please find your weekday assignment and attend ***only on those weekdays*** for every week of class. In other words, only the Thursday (”Group R”) students will attend this class on January 14, and the first attendance of the Tuesday (“Group T”) students will be on Jan 19.In addition, students will be able to pick their seats, but within limits (only seats ending in “0,” “1,” “4,” or “7” are to be occupied). Once chosen, that seat will be their assigned seat for the entire semester.

I’m also attaching the course syllabus, which has additional information about course attendance.

Please note that at any time when you are in class all students will follow university guidelines on mitigation that includes face covering, and social distancing to the extent possible. I do not allow gaiters in class – only masks – because gaiters have been proven ineffective at reducing the spread of the virus.

Note that mitigation expectations are outlined (link to [FAQ](https://www.nwmissouri.edu/alert/coronavirus/academics.htm)). Please read this information on the university web site to answer many of the questions that you may have about the Spring 2021 term. We will cover course policies (such as expectations of attendance, timeliness, absences, etc.) in the first week of class including coverage of the syllabus.

Again, I realize that these are stressful times, and that this email may seem complicated. In truth it’s straightforward and easily remembered, and it does help protect each of us. After all, we’d rather be here at Northwest than at home or in the ICU.

I look forward to a great semester! Please reach out if you have any questions.

**Suggested language for course delivery** (work with your chair or director)

* face-to-face delivery each day with face covering
* alternating attendance in which you attend one day and participate in the course remotely using Zoom (or other technology) at the same time (synchronous).
* Hybrid delivery which combines attendance in person and web conferencing on Zoom with online/Canvas learning components.
* Other – use language that you worked out with your chair or director if it doesn’t fit in one ofI the categories above

**Note:** Please be sure when communicating with students to utilize precise terminology related to delivery mode:

* “online course” refers only to fully asynchronous course delivery through Canvas.
* “remote course” or “remote participation” refers to synchronous engagement in a live class through web conferencing.