



## **CEAT Course Guidelines Related to COVID**

**Procedures  
CCB-014  
Effective Date: 10/23/20**

### **Course Delivery**

- 1.01 Every effort has been made to deliver all courses that were originally scheduled as on-campus courses in a full face-to-face modality.
- 1.02 For the exceptional course where a classroom has not been able to be secured that will allow full face-to-face delivery of the course, a hybrid/blended course delivery method can be applied. The faculty member's School Head should approve the plan for course delivery and this information must be shared with Associate Dean Seitsinger.
- 1.03 It is OK to open a new online section of a course that is also being offered face-to-face at the request of the department.
- 1.04 For courses scheduled as in-class, all lectures must be delivered synchronously online and the live streamed lecture must be recorded and posted to Canvas.
- 1.05 If previously recorded lecture material is available, this material can be posted online as supplemental information, but does not substitute for synchronous streamed lectures recorded and posted to Canvas.
- 1.06 Faculty accommodations related to course delivery will be approved through the OSU OEO process.
- 1.07 Identify contingency plans for academic instruction for any potential missed work or complications due to COVID-19 diagnosis or exposure (Refer to CCB-003 procedure).

### **Class Attendance**

- 2.01 Provost syllabus attachment statement on class attendance:

“Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. While no penalty may be assessed for class absences during Fall 2020, you may not be permitted to make up certain class activities if absent. If you are ill, you should stay home. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.”

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- 2.02 Faculty can neither penalize nor incentivize class attendance/nonattendance.
- 2.03 Faculty should communicate to students that they are encouraged to attend courses in class except when self-quarantining related to COVID, have serious health issues that put them at risk for COVID, or when they are sick.
- 2.04 The quality of the course experience will likely be much better in class and the online course material is only provided related to COVID issues.

**Social Distancing Inside and Outside the Classroom**

- 3.01 Students who do not wear a mask or who refuse to maintain social distancing of six (6) feet may not attend class in person. Anyone attending class in person without a mask should be asked to put one on or leave. Instructors may end class if anyone present refuses to appropriately wear a mask for the duration of class. Students who refuse to wear masks appropriately or adhere to other stated requirements may face disciplinary action from Student Conduct.
- 3.02 It is very important for faculty (and TAs) to maintain social distancing protocols when interacting with students inside and outside the classroom. This includes all parties wearing masks and a minimum of six (6) feet distancing. In addition, CCB-005 CEAT Classroom Social Distancing Procedures must be followed. This document, along with other CEAT COVID-related procedures documents, can be accessed at <https://ceat.okstate.edu/covid-general.html>.
- 3.03 Faculty must work with their TAs to ensure that these guidelines are followed.
- 3.04 Best practice would be that all courses are “paperless” with all course materials (handouts, quizzes, exams, etc.) transferred digitally. If this can’t happen, then faculty are responsible for having a safe method of transferring paper from student to faculty that does not violate social distancing protocols.

**Office Hours**

- 4.01 During Fall 2020, instructors and teaching assistants shall offer office hours online. Students are asked to respect the posted virtual office hours of all instructors and teachings assistants.
- 4.02 If a one-on-one meeting with a student(s) is required (exceptional circumstance), the meeting must take place in a venue that will accommodate social distancing with everyone wearing masks and separated by six (6) feet or more.

### **Seating Charts**

- 5.01 All faculty are expected to establish a seating chart after the first day of class and ask students to sit at the same seat throughout the semester. The purpose of the seating chart is for COVID-related contact tracing. A PDF of the seating chart should be emailed to the Associate Dean Seitsinger. The following file naming convention should be used: course\_number\_semester and year\_faculty (example: ENSC2113\_f20\_ramming.PDF)
- 5.02 CEAT will provide floor plans to assist with seating chart spreadsheets for all CEAT classrooms, but faculty will have to produce their own seating chart for OSU GU classrooms. School Heads will distribute the CEAT classroom floor plans and have them available to faculty as needed.

### **Quizzes**

- 6.01 Quizzes can be utilized as part of the course evaluation method and students may be expected to participate in quizzes during the class period and time executed. Faculty can make special arrangements for students who are sick to make up the quiz if needed.
- 6.02 Pop quizzes should not be used to penalize students for non-attendance of an in-class lecture.

### **MWF Classes**

- 7.01 Since for the fall semester all MWF class periods have been shortened by five (5) minutes, faculty are expected to provide additional assignments or instruction to make up the contact time for these courses to ensure classes meet the required semester credit hour standards.
- 7.02 For instance, faculty could assign a weekly 15-minute online quiz outside of the normal class period.
- 7.03 Careful consideration on the timing of these types of quizzes is important to avoid conflicts with other course expectations.

## Exams

### Regular Exams

- 8.01 If your course is scheduled as a classroom course, you can expect that the enrolled students take their regular exams in person and during the regularly scheduled course time. You must have a reasonable alternative for those who are either self-quarantined, sick, or have health conditions that put them in a high-risk category for COVID. While it is important that the integrity of your exam is upheld, it is also important that students are not penalized for COVID-related issues. They should not feel that they need to break quarantine or come to class when they are not feeling well because of the potential for being penalized in an exam situation. Flexibility is important.
- 8.02 Some examples of a reasonable alternative might include:
- Allowing these students to take a non-proctored online exam at the same time as the regularly scheduled exam.
  - Allowing these students to take an online exam at the same time as the regularly scheduled exam that is proctored by the course faculty/TA through Canvas Community, Teams, etc. This would be a free service.
  - Allowing these students to take an online exam at the same time as the regularly scheduled exam that is proctored by Examity. Approval for this would need to be made at the department level by the School Head as the cost of the exam would be borne by the department.
  - Giving an in-person make-up exam (social distanced of course) at an alternative scheduled time after the regular exam.
  - Giving all students in a course the option of dropping the lowest exam grade or replacing the lowest exam score with another exam (many variables).
- 8.03 At your discretion, you can allow students to have the option to take an exam in-class or proctored online, and if they choose online, the exam would be proctored through Examity and they would pay the \$4.00 fee through their bursar bill. If you choose this option, you must be consistent with how it is applied to students enrolled in the course. The proctored exam would be administered at the same time as the in-class exam.
- 8.04 You can also choose to give everyone in your classroom course a non-proctored online exam during the regularly scheduled class time. The only way a proctored exam could be required is if the School Head agreed to pay for the exam for all students.

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Final Exams

- 8.05 The remaining two (2) weeks of the semester after Thanksgiving Break will be online. The week after the break is Pre-Finals week and no exams should be scheduled during this week per the Provost's policy.
- 8.06 Final exams for Fall 2020 will be held in an online format. Each course will have a final exam time schedule established through the registrar.
- 8.07 All CEAT courses should have a cumulative exam, final project, etc. to help assess the comprehensive learning of students in each course.
- 8.08 Per OSU policy, the final examination for a class should be one of substance and should follow periodic evaluation during the semester.
- 8.09 If it is desired that the final exam is proctored, OSU has contracted with Examity to provide online test proctoring and this service must be used. Approval to use this online proctoring service must be made by the School Head as the cost for this service is paid by the department.
- 8.10 Examity's auto-proctoring uses an automated process to authenticate the tester's identity, record the test session, and identify any inappropriate movement, sound or shifts in light using mathematical algorithms. Faculty will access a report for their class with each student's test session that includes the recording is flagged to indicate possible inappropriate behavior. Faculty then review any flagged recordings to determine if academic misconduct has occurred.
- 8.11 The following is a link to a video that goes over how Examity works:  
<https://www.youtube.com/watch?v=98OStU7117A>
- 8.12 Faculty training for using Examity will be provided by ITLE in early Fall and throughout the semester.

**Labs**

- 9.01 There are special protocols in place for all lab interactions within CEAT. See CCB-013 ENDEAVOR and NCL COVID Procedures accessible at <https://ceat.okstate.edu/covid-general.html>.
- 9.02 Video recordings of some lab and hands-on experiences cannot effectively substitute for in person participation. Faculty will provide online resources for labs and hands on experiences, as possible.

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Students should contact the course faculty ASAP if they have COVID-related issues that will prevent them from participating in a lab experience so that a solution can be developed.

**Team Projects**

- 10.01 Team interactions must be structured to abide by social distancing protocols; everyone wears a mask with a minimum of six (6) feet distancing required or occur online.
- 10.02 If the team must work in a CEAT lab, the lab requirements articulated above must be followed.
- 10.03 Students are required to maintain social distancing on and off campus in all interactions related to design studio assignments.
- 10.04 While there is no limit on team size, teams should be divided into sub-teams of no more than six (6) people max. For instance, a larger team could be working on a complicated larger scale project that could be divided into smaller sub projects.
- 10.05 When coordination among the sub teams is required, online meetings are encouraged, or the meeting must be conducted in a classroom setting where social distancing can be observed.

**Design Studio Interaction**

- 11.01 All design studio interactions between faculty and student or between student and student must be structured to abide by social distancing protocols. Everyone wears a mask with a minimum of six (6) feet distancing required or occur online.
- 11.02 Students are required to maintain social distancing on and off campus in all interactions related to design studio assignments.
- 11.03 While social distancing separation of six (6) feet is always recommended, in some instances, this may be impossible, such as in the Architecture Fabrication Shop and Binding Shop. In these locations, students can wear both a mask and face shield if the six (6) feet minimum distance cannot be maintained but should limit this exposure to the minimum possible.

*Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head: 7/29/20, Revised 8/18/20, Revised 10/23/20*