Dear all,

Here is the tentative plan for [course name] in response to the Purdue’s COVID-19 pandemic contingency plan. Please review the information and if you have any concerns or questions please e-mail me [insert email] – be sure to include the course name in your email header. We are all in this together and will work through our course with adjustments as needed.

[I or TAs or instructors] will ensure that course materials are posted by [Friday at 9pm] for the following week.

**Availability and Communication.**

* [I or TAs or instructors] will be available via email, and will respond as soon possible (generally within 24-48 hours during business days).
* [I or TAs or instructors] will offer virtual office hours using [tool and link- may be chat, may be WebEx, etc.] at [list days/times].
* [I or TAs or instructors] will communicate with the class via Announcements in the course.
* Appointments for meetings are still possible; send requests via e-mail. Possibilities include a phone call or a virtual meeting.

**Student Responsibilities**

As a student in this remote learning course you will need to

* Check your emails [daily? At least every 2 days]
* Be active in the course [x times per week or list specific days- e.g., 3 times per week for discussions]
* The Learning Remotely [web site](https://www.purdue.edu/innovativelearning/learning-remotely/) can help you be successful as an online student.

The **Syllabus addendum** is available on the main Blackboard/Brightspace course page.

Main changes include:

1. Re-distribution of % grades [for example- change in % or points]
2. Addition/deletion/modification of current assignments
3. Addition of online discussions [add any details here that you will also include in course contingency plan document. Examples include
	1. Active participation in discussions is a must in this course. Most weeks a key discussion question (DQ) will be posted. Generally, you will be required to respond to the main discussion and then also make comments (**see discussion rubric posted in “XX” folder**) to the responses of others in the course.
	2. Your discussion will be graded based upon the discussion rubric (see “XX” folder), which looks to quality, timeliness, responsiveness, and moving the discussion forward. *Please note that the quantity of responses is not as important as the* ***quality*** *of the responses.*
	3. Discussions will run from Monday to Sunday, after which discussion postings will not count for grades. You are expected to participate throughout the week in the discussions. Initial post should be no later than Wednesday at 11:59pm (Purdue time) and peer responses by Saturday at 11:59pm to receive full credit unless otherwise specified within the DQ.
4. Change in due dates [for example, **Rubric for grading the term paper** is available on the course Blackboard. Notice that the percentage for term paper has been increased from 20% to 25%. **Term paper is due by 1:30 PM, Monday, March 30th (submit via Blackboard]**

Other Notes

* When participating in the online discussions, [I or we] will check in a minimum of 3 times per week. Keep in mind that it is not possible for the instructor to respond to every single posting every week (nor is it pedagogically appropriate), but [I or we] will be sure to respond to a variety of postings and students each week and attempt to assure equality in responses to students. If you feel you are being neglected in any way, please contact the instructor.
* A discussion board titled *Ask the Instructor/Ask a Peer* has been created in the course for you to post and discuss questions related to the class. Be sure to include your topic in the label of your thread. If you have questions of a personal nature, please email the instructor(s) directly.
	+ I will check the site daily during weekdays. Please e-mail me [insert email] if you need a more prompt response from me.
* Notes about virtual office hours- [will students be required (not recommended in most cases), will a recording/transcript (if chat is used) be made available and posted to course?]

Dr. XXX