# **PLANNING FOR THE UNEXPECTED**

***Example of faculty plan for dealing with the continuation of when there is high-absenteeism due to COVID or other communicable illness.***

**COURSE PLAN FOR THE UNEXPECTED**

The COVID-19 Stay-at-Home orders we experienced during Spring 2020 reinforced the need to plan for the unexpected. In our area we can experience inclement weather and influenza outbreaks that could prevent us from meeting on campus. Below is how we will communicate and continue our work in this course should the unexpected occur.

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| **How will our class meet?** | *Sample Statement: If we are unable to come to campus to meet for class, I will post an announcement in Blackboard about how we will be meeting. Collaborate Ultra will be used for class meetings and class discussion will take place on the discussion board. Your attendance and participation will be expected regardless if we are on campus or in the online Blackboard course.* |
| **How will I meet with my Instructor?** | *Sample Statement: I will hold virtual office hours using Collaborate Ultra during my designated office hours (except when the university is closed). Emails sent during the week (Monday – Friday), will be responded to within 24 hours. Emails received over the weekend or during breaks/holidays will receive a response within 48 hours.*  *For class related questions, there is a forum on the Discussion Board titled “Class Café”. I will check the Discussion Board daily and answer questions as needed. I also encourage students to read and respond to postings from their classmates.* |
| **How will instruction be delivered?** | *Sample Statement: I will post readings and videos for some of our lessons as well asking questions through the discussion board or during our Collaborate Ultra meetings. As I stated earlier, your attendance and participation in these sessions will be expected.* |
| **How often do I need to go to the online course?** | *Sample Statement: You are expected to participate in the online activities for as long as we are unable to meet on campus. This may be one day if we experience an ice storm or it may be several weeks if we experience something like COVID-19. You are expected to go to the course site every day. I will send Announcement emails throughout the entire time we are not meeting on campus.* |
| **Is it possible to receive course announcements as a text?** | *Sample Statement: If you are using the Blackboard app, you can have announcements sent to you as a text message using the instructions in this* [step-by-step guide](https://missouristate.teamdynamix.com/TDClient/1931/Portal/KB/ArticleDet?ID=91391). |
| **How will I turn in homework?** | *Sample Statement: Homework and other assignments will be turned in using the Assignment Link in Blackboard. The instructions for how to submit will be included in the assignment instructions.* |
| **What about exams?** | *Sample Statement: Quizzes and exams will be taken through Blackboard.* |
| **How will I know what grade I received on an assignment or test?** | *Sample Statement: You can view grades and feedback in My Grades.* |