



# UNC Charlotte Course Continuity Plan

This worksheet is designed to help you develop a basic continuity plan for your courses if a campus crisis (prolonged adverse weather; health epidemic) significantly disrupts your instruction.

<b>Instructor Name:</b>	
<b>Course Number(s):</b>	
<b>Course Name:</b>	
<b>Department:</b>	
<b>Date Submitted:</b>	

## Instructor Worksheet

<b>Teaching Activity</b>	<b>Questions to Consider</b>	<b>My Continuity Plan</b>
<b>Communicate with Students</b>	When will you communicate with students and how often? What tool (or tools) will you use to communicate with students and how will you use it (or them)? What will your initial communication to students look like? How is course continuity addressed in your syllabus? Describe your plan.	
<b>Distribute Course Materials and Readings</b>	What course materials are likely to be affected (schedules, syllabus, etc.)? How will you make students aware of changes in course materials and readings? What tools will you use to distribute this content? Describe your plan.	
<b>Deliver Lectures</b>	Which lectures in your course will be affected during a crisis? How will you deliver these lectures if you cannot meet face-to-face? Describe your plan.	

<b>Run Lab Activities</b>	<p>Will lab activities in your course be affected?          If so, how will you alter each of these activities to achieve your learning outcomes? Describe your plan.</p>	
<b>Foster Communication and Collaboration Among Students</b>	<p>How will you foster collaboration in your course over time?          In what ways can you foster student-to-student communication?          How will you make students accountable for group work done at a distance? Describe your plan.</p>	
<b>Collect Assignments</b>	<p>What types of files will students be required to submit?          How will you collect assignments?          What accommodations to assignments might you have to make for students? Describe your plan.</p>	
<b>Assess Student Learning</b>	<p>What exams and other assessments will be affected?          How will you deliver and collect responses to those exams?          Which exams will need to be converted to projects or papers?          Describe your plan.</p>	

For more information and suggestions, visit the [Instructional Continuity Website](#) from the Center for Teaching and Learning at UNC Charlotte.

Acknowledgements: This resource was created with help from NC State University ([provost.ncsu.edu/faculty-resources/keep-teaching/create-a-plan](http://provost.ncsu.edu/faculty-resources/keep-teaching/create-a-plan)) and Indiana University ([keep-teaching.iu.edu](http://keep-teaching.iu.edu))