

## **DEPARTMENT OF COMMUNICATION STUDIES FLU EPIDEMIC PLAN**

The following are steps that the faculty, staff, teaching assistants, and students of the department of communication studies will take in the event of an epidemic level outbreak of flu. The *ethos* of these guidelines centers on being flexible and accommodating while maintaining, as far as possible, the learning objectives and content integrity of classes.

### **In case of serious administrative personnel illness the following back up coverage will be offered:**

Head (Kellett): Schwartzman and Natalie

Grad director (Bracci): Kellett, Poulos

Speaking center director (Cuny): Yarragunta

Assistant speaking center director (Yarragunta): Cuny

Basic course director (McCall): Kellett, Bracci

### **Course policies and practices in case of closure and/or substantial absences of faculty, TA's, staff, and students:**

- Each course for spring will include—if and when it is needed—an expanded syllabus to enable self-directed learning in case of absence. Syllabi will be posted to Blackboard and will include where appropriate: discussion questions, subtopics, drop box instructions, and learning materials relevant to each class
- Where appropriate, each course will have a Bb discussion forum available when a substantial percentage of a class is infected. We will be flexible on individual assignment deadlines and provide opportunities for students to complete assignments by the end of the semester.
- Faculty and TAs will be flexible on assigning and reassigning points for projects, papers, exams etc. where appropriate. This might include an abbreviated format for completing the course. We will also be flexible for WI, SI, and SVL courses when all of the normal assignments cannot be fulfilled or completed. Additional research questions and tasks may be assigned to compensate for reduced marker based assignments--especially for SVL courses, and for reduced ability of students to engage in projects normally assigned in groups.
- Where appropriate, we will be flexible in accommodating online paper submissions to minimize contagion.
- We ask students, TAs, faculty, and staff to comply with guidelines as outlined by the CDC and will attach this to our departmental information on preparedness and response to outbreaks ( <http://www.cdc.gov/flu/> ). We especially encourage preventative practices such as minimizing handshaking, maximizing hand washing, controlling sneezing and coughing, immediate quarantining of infected people, seeing a healthcare professional as early as possible, regular cleaning of potentially infected surfaces (desks,

keyboards etc), and engaging in immune boosting habits and practices (nutrition, immunization). Appropriate faculty or department head should be notified immediately upon knowledge of specific flu cases.

- We will encourage all members of the department to make use of university provided services such as the meal delivery programs.
- We will have select courses web-ready where pedagogically appropriate and realistic
- We will use appropriate technology where available and upon training of faculty and TA's. Examples of technologies we might use include Illuminate, Skype, and Audacity, particularly for oral presentations. We will consider allowing presentations normally video recorded to be orally recorded if needed.
- If a faculty member is sick and unable to continue teaching even in an online capacity, the department will either provide a substitute instructor, or we will temporarily pause the course delivery and readjust the course syllabus as needed.
- If one or both of our administrative staff (Laura and Gloria) are absent we will readjust our expectations of administrative support until their return.