Course Continuity Interval Planning Worksheet

Faculty name:

Course Number/Title:

Date:

This planning worksheet is designed to help you visualize your course schedule in two-week “chunks.” Why two weeks? Two weeks is the current recommended timeframe to plan for a disruption in campus instruction. To complete, input the activities planned (Items Planned) for the two-week interval listed in the leftmost column (Weeks Disrupted). For each item, list your plan - will you have students continue with the activity? Will you combine activities? Will you reschedule an activity to be completed upon return to normal class sessions? Will you revise large projects into several smaller ones? You can work with your Department Chairperson and Instructional Designer to brainstorm various alternatives. Dates below are based on a Monday-Friday schedule.You may need to adjust these times to accommodate online courses in which the week typically ends on a Sunday.

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| **Weeks Disrupted** | **Items Planned** | **Continue/Reschedule/ Cancel/Other?** | **Notes for self** |
| Example:  3/9-13 and 3/16-20 | Weeks 6 and 7 readings: Chpts. 14-22  Discussion Week 1 due 3/11  Discussion Week 2 due 3/16  In class Quiz 3/18  Essay due 3/20 | Readings - continue  Discussion Wk 1 - cancel  Discussion Wk 2 - continue  Quiz - reschedule  Essay - continue | Combine discussions and students post in course.  Make note about date change for quiz.  Distribute an instruction sheet on how to submit an essay in Blackboard. |
| 3/16-20 and 3/23-27 |  |  |  |
| 3/23-27 and 3/30-4/3 |  |  |  |
| 3/30-4/3 and 4/6-10 |  |  |  |
| 4/6-10 and 4/13-17 |  |  |  |
| 4/13-17 | Spring break | Spring break | Spring break |
| 4/20-24 and 4/27-5/1 |  |  |  |