

# 10 TIPS FOR FACULTY

MARCH 22, 2020

Figuring out how to transition our entire institutions online has us all feeling stressed, uncertain, and overwhelmed. Here are ten things to keep in mind as you adjust your class because of COVID-19.

## 1 BE FLEXIBLE WITH DEADLINES.

Communicate flexibility to students around deadlines & assignments. They may be managing kids, parents, extra hours (or no hours) at work, and many other challenges. Now is not the time to be draconian with deadlines.

## 2 EXPECT THINGS TO GO WRONG.

Nothing is going to work perfectly, and expecting otherwise will only create more stress. To the extent possible, keep a mindset of experimentation and curiosity. When things don't work, try something new.

## 3 DON'T REQUIRE LIVE CLASSES.

Many students will be without technology / wifi, or will be sharing it with parents/siblings/roommates. Requiring live class attendance will only increase their stress. Make these live classes optional, and give students access to transcripts or recordings to review later.

## 4 COMMUNICATE REGULARLY.

Like you with your academic leadership, your students need to hear from you regularly. Use multiple platforms; keep communication focused; include messages of care & compassion. At minimum, provide a check-in every 48 hours, if possible.

## 5 LINK TO RESOURCES.

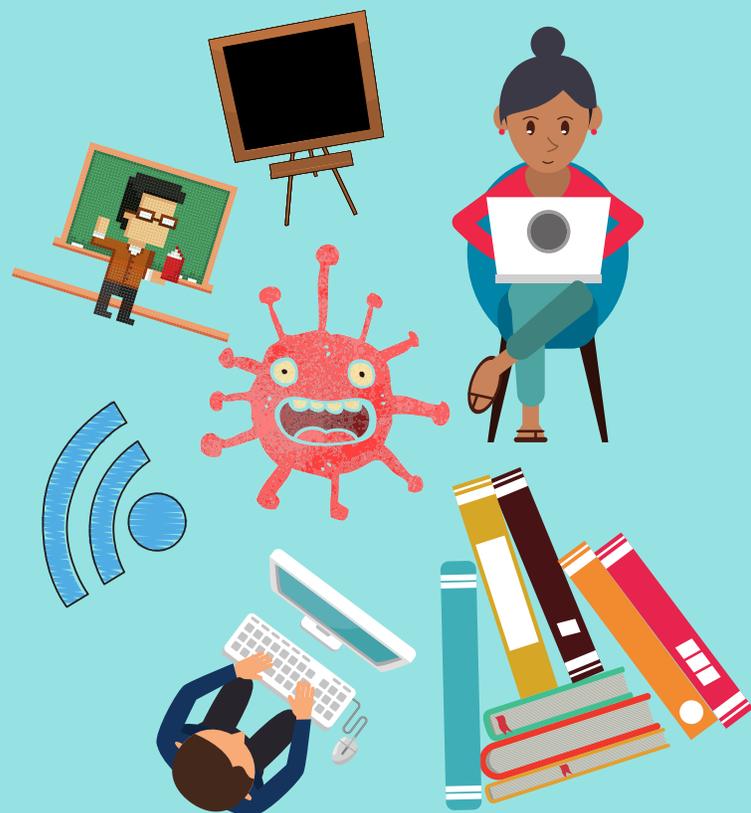
Chances are good that your students will need college resources now, more than ever. Provide regular links to counseling, food pantry, financial aid, and other student supports.

## 6 REDUCE ASSIGNMENTS.

Look at every assignment, project, or activity on your syllabus and ask: Is this **necessary** for students to achieve the course learning outcomes? If not, get rid of it. **DO NOT** assign **more** work to students.

## 7 TAKE BREAKS.

The blurring of the work/home line will make it easy to work constantly. Remember to take breaks, move your body, drink water, and do things for fun.



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## 8 POLL YOUR STUDENTS.

Give students an anonymous way to provide feedback regularly. Ask them what they're struggling with, what they need, and what you can do to lessen their anxiety. Then take action. They need to feel heard... just as you do.

## 9 BE HONEST ABOUT MISTAKES.

We're all going to make mistakes. If you are transparent about missteps you make, it will make it easier for students to own up to theirs. Be transparent. Model humility. And normalize the emotions you and your students are feeling.

## 10 REMEMBER TO LAUGH.

This is a golden age of internet humor. Seek it out, allow yourself to laugh, and share this with your students. They need a stress relief every bit as much as you do.

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