

Course Plan for Instructional Continuity

The U.S. Department of Education requires the university to document mid-term changes to instruction. Submitting a [Course Plan for Instructional Continuity](#) for each class you teach will help us satisfy these requirements. Information entered into this form will also be shared with college/school administrators to improve faculty support.

In the [online form](#), you will be prompted to include your name, EID, email address, department, College/School (associated with the course), and the course number and name.

Next you will be prompted to select from a list of instructional methods that you plan to use including:

- Asynchronous instruction using written materials via email, posting of learning materials to Canvas, etc.
- Asynchronous one-way video via Zoom, Lectures Online, Powerpoint, etc.
- Interactive two-way video via Zoom, etc.
- Small group online discussions via Canvas Conferences, etc.
- Other (write-in response)

Next you will be asked to briefly describe how you plan to maintain regular and substantive interaction with students in your course. If applicable, address areas such as office hours, email, video chat, online discussion boards, grading and performance feedback, review sessions, TA coordination, student intervention and support, etc.

Then you will have to identify how you intend to provide appropriate disability accommodations should you have any students in your course that require accommodations. Please see this [link](#) for ideas from UT's Services for Students with Disabilities.

Last, you will need to acknowledge that you will satisfy the following requirements:

- Engage in weekly email communication to all students in the course to coordinate instruction and support
- Respond to student communications within 48 hours on business days
- Provide activities, classwork, homework and assessment focused on stimulating student involvement and encouraging critical thinking
- Maintain online office hours, if possible
- Host group chats or synchronous class sessions, if possible
- Assess and provide feedback on student performance
- Coordinate activities of TAs and graders, where applicable