

St. John's University Sp21 Faculty Guide for Teaching Summary

Important Reminders

- If a student appears to be experiencing challenges, complete this [Student Referral Form](#). Please also note the Center for Counseling & Consultation's [tips for recognizing students in distress](#).
- Faculty should not make changes to course modality (e.g., from hybrid or rotating to fully online) for any reason.
- The undergraduate final exam schedule is now available on [the website of the Office of the Registrar](#).

Spring 2021: Touch Down Spaces (available to faculty and students on a first-come basis):

Bent Hall Incubation Lab Room 103

DAC Multipurpose Room 416A

DAC Multipurpose Room 416B

DAC Multipurpose Room 416C

Marillac Hall - CVS Lounge Room 216

St Augustine Hall Writing Center 150

St Augustine Hall Quiet Study Room 115

St Augustine Hall Learning Commons 103

St Augustine Hall Library 3rd Floor South

Sullivan Hall First Floor Computer Lab 103

Links to Useful Resources:

- [Academic Center for Equity and Inclusion](#)
- [Center for Teaching and Learning](#)
- [CTL Remote Teaching Tools](#)
- [Laptop Support](#)
- [Office of Disability Services \(ODS\)](#)
- [Office of Disability Services \(ODS\) Faculty Resource Sheet](#)
- [Office of Online Learning and Services](#)
- [OLS Guide on Maintaining Academic Integrity](#)
- [Remote Teaching Tools \(IT\)](#)
- [The Academic Task Force's Full Spring 2021 "Faculty Guide for Teaching"](#)

Disability Accommodations:

Accommodating students is a shared responsibility between the student, faculty, and the Office of Disability Services (ODS) based upon the documented needs of the student and in keeping with the requirements of the Americans with Disabilities Act (ADA), section 504. Common accommodations include alternative testing (extended time in a separate location), a reader or scribe for testing, alternative texts, assistance with access challenges, a note taker, and sign language interpretation. [ODS](#) can offer guidance in providing appropriate accommodations.

Planning for Assessments:

The Academic Task Force strongly recommends that you consider asynchronous assessment. While examinations/assessments are usually administered synchronously and in person, requiring this form of testing can raise access and equity concerns in a remote or hybrid environment. Be mindful of the technology gaps that exist among students, which might impede their full participation. When possible, give students options on how they could present their work. Communicate your assessment timeframes and due dates clearly and often. Timed tests can be stressful for a variety of learners, especially within the context of the pandemic, so we encourage you to consider offering an asynchronous assessment. If you choose to administer an online synchronous exam, please refer to the [remote proctoring tip sheet](#).

Absence from Final Assessment:

If a student misses a final exam or did not turn in work at the agreed-upon time, faculty should offer and provide the exam or alternative assessment to students at a mutually agreeable time and date, preferably on or before May 19, 2021.