Faculty: ITS Tips for COVID-19-Related Absences

Erin Marshall - 2021-08-31 - Best Practices & Policies

The Penn Provost's Office has outlined guidance for faculty and students on returning to Penn's campus for the Fall 2021 semester. One question the Provost has recently addressed:

What should students and faculty do if a student needs to miss in-person class due to COVID-19?

It is important to note that the University is *not* mandating that in-person classes be recorded, according to the Provost's Office. Rather, faculty and students should work together to discuss plans for making up class content.

There are many reasons why recording may not be an option for a particular class, including course format, varied classroom recording capabilities, and other logistical challenges. The final decision for any class recording will be made by the individual course faculty member.

ITS recommends the following steps for faculty in the event a student course absence is necessary:

- Students should **work with you directly**, as well as their academic advisors, to discuss any COVID-19-related absences from your course.
- The decision to record a class session is an individual decision made by the course instructor, and ITS will work with you directly to provide technology guidance and support. Among many factors to consider will be course format, classroom location and recording capabilities. Please email servicedesk@nusing.upenn.edu to work with our team **at least 48 hours** prior to your class.
- If you choose to record your class, please refer to our team's instructions to record your class session using Zoom and work with our team for assistance with a/v technology in your classroom.
- If recording is not feasible, you may consider recommending that students review slides, prior lecture videos, or notes from classmates, or meet one-on-one with you or TAs to review missed content.
- **Refer to Penn CTL's guide to support students who must miss class due to quarantine and other COVID-19-related challenges.**
- **Bookmark and continue to refer to the Penn Provost's Fall 2021 COVID-19 FAQS for Instructors for up-to-date information.**