

This document outlines changes that will be made to our course (MATH 414 Section 1), should a “second wave” of COVID-19 cases (or some other circumstance) lead to FSU ceasing in-person instruction at some point during the Fall 2020 semester.

**The first thing you should do if campus closes:** Check your email. I will contact you to remind you of the information in this document, and to let you know what times I will be holding virtual office hours.

**Lectures:** I will break my lectures into short (5-20 minute) videos and post these videos to Canvas, for you to watch at your convenience. (To find these videos, click “Modules” on the Canvas site.) You should watch the lectures at a pace that keeps you on the same schedule as the course calendar passed out on the first day of class.

**Office hours:** I will hold virtual office hours (over Zoom and/or Skype) at regular times to be announced. If those times are bad, I can also make appointments to videoconference with you.

**Grading policy:** Unchanged, except that any activities we don’t get to will be replaced by mandatory discussion board posts on Canvas.

**Homework:** Due dates for homework will remain unchanged from the course calendar. All homework must be submitted electronically through Canvas.

I prefer that your homework be submitted as a single PDF, but will accept pictures (JPEG, GIF, etc.) and any other file format I can read as well. To make a PDF of your work, any number of free apps (Adobe Scan, CamScanner, Simple Scanner, etc.) will enable you to use your phone’s camera as a scanner.

**Activities:** These will not take place if in-person instruction is not allowed. They will be replaced by mandatory posts on course discussion boards.

**Discussion boards:** To encourage a collaborative learning environment, and to avoid having to answer the same question many different times, I will require regular posts from each student (at least three per week) to the course discussion board on Canvas. Here are some ideas for good posts:

- Ask questions about homework. (Examples: “I have no idea how to do # 86(d)”. “I got  $3e^{-2}$  for # 75. Is that what everyone else is getting?” “I was trying to do # 58 and I did it this way.... is this right?”)
- Ask questions about course material / my video lectures / etc. Maybe point out an error, if I did something wrong.
- Indicate that you have the same question as someone else.
- Respond to other students’ questions.
- Post links to other material that might help others learn the material (videos on khanacademy or YouTube, helpful web pages, etc.).

If you are the first person to give a helpful response to a question posed by a classmate about a homework problem or course material, you will be rewarded with extra credit. I will monitor the boards and post as necessary, but I will give you some room to help each other first.

**Midterms and final exam:** These will be unchanged from the original course policy, except that solutions must be submitted electronically through Canvas.

**Incomplete and CR/NC grades:** Generally speaking, I will be very generous with incomplete grades for students who have issues completing the work during Fall 2020 (especially those for whom participating remotely is challenging due to a lack of technology or other commitments). However, to receive credit for this course, all missing work (homework and exams) must be made up during Spring 2021.

I will follow any FSU policies regarding the possible assignment of CR or NC grades.