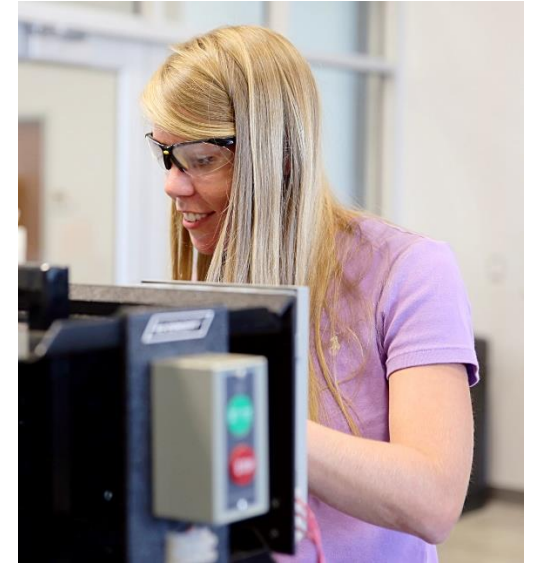
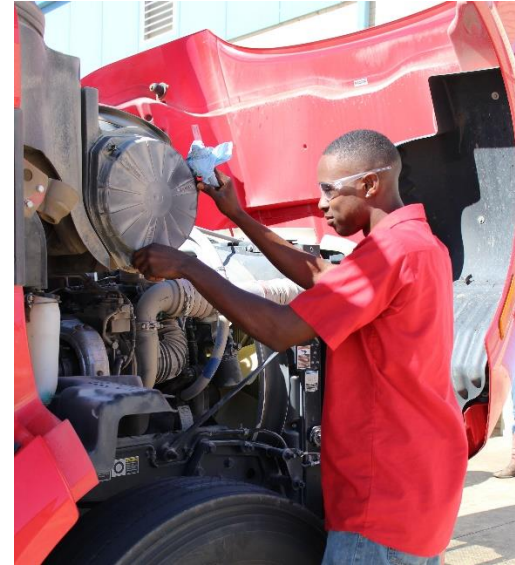


STUDENT GUIDE – FALL 2020

Updated August 6, 2020



GUIDE OVERVIEW



- Introduction
- Fall 2020 Classes
- Course Delivery Options
- Course Delivery Options – Remote Online
- Modifications to the Academic Calendar
- Student Responsibilities related to COVID-19
- Classroom Experience
- Attendance Methods
- Health & Safety Protocols
- Classroom Sanitation
- Student Orientation
- Helpful Links

INTRODUCTION

Dear EMCC Students:

The administration, faculty and staff at East Mississippi Community College has developed the enclosed set of policies and protocols to allow EMCC to serve our students through a full return to on-campus, face-to-face instruction for the Fall 2020 semester, while addressing the very real and pressing challenges presented by the coronavirus. However, based on recent data received related to the COVID-19 pandemic, we have decided to implement a phased transition period to return fully back to campus for instruction. Worry not, classes will still begin on August 17, albeit in a different way for many classes. The ultimate goal of EMCC's faculty, staff, and administration is to maintain public health while continuing the College's vital mission of education and outreach. We also acknowledge that not all of our students are comfortable returning to campus amidst the uncertainty the pandemic has created. To that end, we have developed this plan to be as flexible as possible, while maintaining the academic integrity of our institution.

We developed this plan with robust input from a wide cross-section of employees, guidance from medical and health professionals, and recommendations from state authorities. Although we are working to minimize the maximum number of students in classes at one time, via multiple instructional modalities, it is imperative to note that it cannot be achieved in every scenario, due to an array of factors. However, in those cases, we will provide faculty with basic practices based on guidance from the CDC and other institutions to protect faculty, staff, and students. While the team used guidance from the CDC, we feel the best prevention is for both faculty and students be cognizant of their personal responsibility in minimizing exposure to COVID-19 and other illness to oneself and others. As the coronavirus pandemic continues to evolve, we will revisit our plan to align with new and emerging information.

Sincerely,

The EMCC Administrative Team



FALL 2020 CLASSES

- EMCC is implementing a phased transition period before opening campus back up entirely this fall. Full-term and intensive I Fall 2020 classes will begin on August 17; however, unless otherwise informed by your instructor via [CANVAS](#) or your student email, instructions for those platforms can be found [here](#), your courses will be at the same time as they are on your class schedule but taught remotely. Allied Health, Career-Technical, and Manufacturing Technology and Engineering courses differ from this and will meet in person unless informed by instructor.
- Unless otherwise notified, EMCC will return to face-to-face instruction on Tuesday, September 8, 2020. For students who feel they can continue to learn remotely, they will be able to stay home. Students who would prefer to be in the classroom may return to class beginning September 8.
- Faculty will develop a schedule to inform students as to what day they should come face-to-face, meet sure you are actively engaging in your online learning experience via [CANVAS](#) to get important notifications from your instructor like possibly only coming one day of week in order to ensure social distancing in the classroom. **For example**, if you have College Algebra on Monday and Wednesday, the instructor may divide the class up as follows: students with last names that begin with A-M come Monday and N-Z come Wednesday. The purpose of returning back to campus will allow those who have reservations about online learning the opportunity to engage with their instructor.
- Students should monitor their [email](#) and [CANVAS](#) for messaging and notification.
- Instructors who will meet their classes face-to-face, will send notification to their students by Sunday, August 16 at 6:00 p.m. These courses include but are not limited to [Allied Health](#), [Career-Technical](#) and [Manufacturing Technology and Engineering](#) courses. The academic courses that will be considered for face-to-face starting August 17 will be studio art classes, upper-level math classes, upper-level science, and specialty music classes. If you do not receive notification from your instructor, log into your [CANVAS](#) to complete your assignments.
- All essential programs and services will be open and available to you during this transition period, including the cafeteria on both the GT and Scooba campus, college libraries, Lion Central, business office and housing offices.

COURSE DELIVERY OPTIONS

In order to be prepared for the uncertainty of the changes that COVID-19 may bring, faculty will be teaching in several formats that include face-to-face, hybrid, blended hyflex-hybrid, remote, or online. Regardless of the primary mode of instruction, all courses will have some virtual component to accommodate students who are unable to attend classes in person or in the event classes are switched to remote learning. The virtual/online component may consist of several things, which include the following: assignments being submitted on CANVAS or appropriate platform (MyLabPlus), quizzes, synchronous and/or asynchronous meetings and discussion questions. Course delivery options for fall 2020 include the following:

- **Face-to-Face Instruction**: includes in-class interaction where the faculty member will teach in class.
- **Traditional Hybrid Instruction**: includes at least one face-to-face meeting per week, and the rest of the of the course is taught and facilitated online, via CANVAS.
- **Blended Hyflex Hybrid Instruction**: includes traditional face-to-face instruction; however, the instructor has divided the class into groups, or a student may request to receive instruction online due to an array of issues.
- **Remote Instruction**: course began as a face-to-face, hybrid or blended; however, due to COVID-19, the course was forced online. In this case, the instructor should still meet the class at the time the class was originally scheduled; however, the assignment due dates should switch to Sunday at 11:59 and attendance will be determined by the completion of at least one assignment during that week. For courses that use mastery learning, an instructor may have different due dates for assignments; however, these days should be developed as consistently as possible, communicated to the students asap.
- **Traditional Online**: instruction includes courses being facilitated online (CANVAS) with assignments being due on Sunday by 11:59 p.m. and attendance for this method is determined based on the completion of at least one assignment for that week.

COURSE DELIVERY OPTIONS – REMOTE ONLINE

The coronavirus pandemic is an evolving situation. We will make every attempt possible to serve our students through all course delivery options; however, our primary concern will be maintaining the health and safety of all involved. As the virus continues to spread, we must be prepared for the need to suspend on-ground, face-to-face classes and transition to online delivery.

- To prepare for this possibility, ALL courses must have an virtual/online component, which will aid in a smooth transition to online learning should an adjustment in instructional delivery methods be required.
- Instructors reserve the right to have synchronous classes and they will be held on the same day(s) and time they were originally scheduled to meet face-to-face. For example, if Ms. Treelight taught on Mondays/Wednesdays at 9:00AM, her course would meet virtually via Teams and/or Zoom on Mondays/Wednesdays at 9:00 a.m. —just like before. It is important to note, that although an instructor may choose to continue to meet synchronously, students may have connectivity and accessibility issues that will prevent them from connecting at that time. If so, please communicate with your instructor as soon as possible. Accordingly, attendance will be taken by the completion of assignments, which should be due by Sunday at 11:59 p.m., unless otherwise noted due to mastery learning.
- While virtual, synchronous meetings can be challenging for all students who are not used to it, it can be especially difficult for students with disabilities. Students with disabilities should contact the Disability Coordinator on his/her campus, Scooba Campus: Kimberly Rush, krush@eastms.edu (662) 476-5048 or (662) 476-5000 or Golden Triangle Campus: Melanie Sanders, msanders@eastms.edu , (662) 243-1979 or (662) 243-1900.

MODIFICATIONS TO THE ACADEMIC CALENDAR

The 2020-2021 Academic Calendar is available online, [here](#). The first day of class for the fall 2020 semester will be August 17, 2020, and the last regular class meeting will be Tuesday, November 17, 2020. Final exams for full-term starts on Wednesday, November 18 and will conclude on November 25, 2020. Please note that as new information regarding the coronavirus pandemic emerges, East Mississippi Community College reserves the right to adjust the academic calendar as needed to remain nimble and responsive to changing circumstances.

FINAL EXAMS:

- Final exams for full-term classes are slated to begin on Wednesday, November 18, and end on Wednesday, November 25, 2020.
- Exams scheduled during the official exam period may be in-person or administered via Canvas, depending on the instructional modality. Instructors will decide the exam type early on and notify students of a final decision. This decision will be at the discretion of the instructor after consultation with the division chair and/or respective dean.
- Final exams for second intensive classes will be November 30-December 1 and MUST be completed online. Additional information regarding proctoring options will be available mid-semester.
- Career Technical, Manufacturing Technology and Engineering, and Allied Health programs may elect to continue lab-based instruction through November 25; however, any final exam must be completed prior to December 1.

STUDENT RESPONSIBILITIES RELATED TO COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is considered a highly contagious virus that is believed to spread mainly from person-to-person contact. As a result, the Centers for Disease Control and the Mississippi State Department of Health recommend regular and vigorous handwashing, use of personal protective equipment, and social distancing strategies to mitigate the spread.

While East Mississippi Community College will follow the latest guidance from leading health authorities on best practices for educational institutions, we cannot guarantee that you will not be exposed to or become infected with COVID-19 while on our premises. Additionally, the success or failure of any disease mitigation effort depends entirely on the level of compliance.

To that end, all students who elect to attend face-to-face classes must adhere to the following preventative measures to reduce the risk of exposure to the virus while occupying shared space. Any unwillingness to follow these guidelines will be treated as a violation of the Student Code of Conduct and will be subject to appropriate disciplinary measures, up to and include dismissal.

STUDENT RESPONSIBILITIES RELATED TO COVID-19

- Students will practice good personal protective measures such as avoiding touching their faces, washing their hands often with soap and water for at least 20 seconds, etc.
- Students are responsible for knowing the symptoms of the coronavirus as outlined on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Students must self-monitor their health and should NOT come to campus if they are experiencing a fever or any known symptoms of the coronavirus.
- All students MUST wear an appropriate face covering that fully covers their nose and mouth. Students who have a legitimate health condition that prevents the proper wearing of face coverings may provide official documentation from a medical provider to seek an accommodation through the Dean of Students. Face coverings must be worn at all times inside all EMCC buildings.
- Students will make every attempt to observe social distancing protocols. Students will comply with social distancing signage and markers. Students will not rearrange desk, chairs, or other furniture. In situations where social distancing is not possible, students will make sure they have their masks on properly and stay as far away from others as deemed appropriate.
- Students will exit the classroom space as guided by the instructor; in most cases, students will be dismissed by row or table to avoid crowding.
- Students will refrain from clustering together before, during, and after class—including in the parking lots, cafeteria, and common spaces.
- Students who have had prolonged, immediate exposure with a student who has test positive for COVID-19 will be alerted of potential exposure via email. It is the responsibility of the individual student to self-monitor their health and determine if/when testing may be appropriate. Students who may have been exposed are encouraged to self-isolate and continue their studies remotely.
- Students who have tested positive for COVID-19 must self-quarantine for ten days from the onset of their symptoms **and** must be fever free without the use of fever reducing medication for at least three days before returning to campus. Recovered students must visit the Dean of Students to certify they are no longer symptomatic **BEFORE** returning to class.

ATTENDANCE METHODS

MODE OF DELIVERY	ATTENDANCE METHODS
Face-To-Face	Attendance will be based on face-to-face meetings. For example, Mr. Redmon's College Algebra class meets 2 x per week, he should take attendance both days. Because each class will be live streamed and/or recorded, students who may not be able to attend on ground class may attend the class via TEAMS, ZOOM or by utilizing tradition methods that instructors have integrated in Canvas. Students who elect to participate in class in this manner are encouraged to communicate with faculty. Because students may elect to participate in class in this manner, instructors should make assignments via Canvas or a similar platform.
Traditional Hybrid	Attendance will be based on face-to-face meetings. For example, Mrs. Redmon's General Psychology class meets face-to-face 1 x per week, she should take attendance for the days that meet face-to-face. If assignments are due before Sunday's at 11:59 p.m., those deadlines must be included in course syllabus.
Blended - Hyflex Hybrid	Attendance will be based on face-to-face meeting AND at least one assignment due by 11:59 p.m. on Sunday. For example, Mrs. Guest's group A in her History class meets on Monday and Group B meets on Wednesday, Mrs. Guest will record group A's face-to-face meeting for Monday and Group B's meeting for Wednesday. Because of the complexity of the system, once the assignment has been completed for the week, attendance credit should be assigned to the face-to-face meetings.
F2F to Online (REMOTE)	If classes move from face-to-face to online as they did in the spring, faculty will be encouraged to meet virtually via TEAMS or Zoom; however, attendance will be counted by the student completing at least one assignment that has been assigned for the week. In this case, all assignments should be collected via CANVAS. The due date should be Sunday by 11:59 p.m.
Traditional Online	Attendance will be based on the online assignments that are due each week by Sunday at 11:59 p.m. If a student completes ONE assignment, they should be counted present for attendance that week.

More suggestions for courses that can't properly socially/physical distance.	
Face-To-Face	<p>Follow, as closely as possible and within reason, CDC guidelines, when social distancing is not feasible.</p> <ul style="list-style-type: none"> • Follow all necessary precautions and suggestions as outlined in the EMCC Return to Instruction Plan and conduct labs face-to-face. Unfortunately, due to lab class sizes (24 students usually), limited space/rooms, and limited time to instruct labs, it may not be possible to assign groups (A and B) to attend lab on different days during the week (unless a flex option is implemented **see option 2, blended-hyflex). • The method of conducting labs face-to-face as usual will require students (24) to attend lab together. Obviously, social distancing will not be possible, but PPE will provide safe measures for working in close proximity.
Blended - Hyflex Hybrid	<ul style="list-style-type: none"> • It may be possible to reduce the number of students in a lab by assigning students to groups (Lab Group A or B) and have them to alternate weekly for face-to-face lab instruction. • Example, group A will meet face-to-face on Week 1 (Monday), while group B will work on a virtual/alternative/ lab assignment. Week 2 (Monday), group B will meet face-to-face while group A will work on an alternative assignment. • Instructors will need to understand that it may not be possible to cover all material in the blended-hyflex format as it was traditionally covered in a traditional face-to-face format. Instructors will need to be selective in what is covered during the face-to-face lab meetings. Some labs may require hands-on instruction while other labs are able to be completed online/virtually.
Remote Learning	<ul style="list-style-type: none"> • Similar to EMCC's traditional online/e-Learning science courses, instructors could offer labs online/ virtually. This option could, potentially, eliminate all risks of physical contact during hands-on-lab instruction. Some textbook publishers, such as McGraw Hill, currently provide, at no additional charge to students, virtual lab resources. Additionally, there are other free resources for providing students with a quality lab experience online.

HEALTH & SAFETY PROTOCOLS

- **PERSONAL SAFETY PRACTICES:** All faculty, staff, students, and visitors will be expected to maintain proper preventative measures as contained in the Return to Campus Overview available [here](#). This includes regular and vigorous handwashing, practicing social distancing by staying at least six feet apart from other people (when you can), and wearing a face covering while on campus.
- **STAY HOME IF YOU'RE SICK:** Employees and students are encouraged to watch for symptoms of COVID-19, take their temperature before arriving on campus, and utilize the Self-Check tool available on the CDC website to monitor potential symptoms. If a staff member or student feels unwell, he or she should stay home and seek reasonable medical care.
- **COVID-POSITIVE STUDENTS:** In the event a student has had direct contact with someone with a confirmed positive case of the coronavirus and/or the student has personally tested positive for the virus, he/she will need to contact Dr. Melanie Sanders – GT campus or Mr. Tony Montgomery – Scooba campus, dean of students. The full procedure for a COVID-19 positive case is available [here](#).
- **CLASSROOM SUPPLIES:**
 - No-touch paper towel dispenser
 - No-touch alcohol dispenser
- Students will be responsible for wiping down his/her desk and chair.
- Report any concerns or issues to your instructor.

HELPFUL LINKS:

- [Canvas login](#)
- [Canvas Student “Cheat” Sheet](#)
- [Student IT Support](#)
- [Student guide to instruction](#)
- [Registration and Advising questions](#)
- [EMCC Library](#)
- [EMCC Coronavirus Information Center](#)
- [EMCC ROARCast](#)
- [COVID-19 Return to Campus Overview](#)