

GUIDELINES FOR NON-CLASSROOM-BASED LEARNING
(COURSES NUMBERED 495-499)
COLLEGE OF ARTS AND SCIENCES
DISTANCE-LEARNING TRANSITION MARCH 19, 2020

1. Please remember that, as of Monday, March 23, 2020, **all credit-bearing courses in the College of Arts and Sciences must be offered remotely**. Instructors are required to move all credit-bearing courses to remotely accessible distance-learning prior to instruction resuming on Monday, March 23, 2020.
 - a. Please note that this stipulation covers **all non-classroom-based credit-bearing courses**, including those numbered (or their equivalents):
 - i. 495 (Undergraduate Supervised Teaching)
 - ii. 496 (Internship, Service-Learning)
 - iii. 497 (Honors Thesis)
 - iv. 498 (Undergraduate Research)
 - v. 499 (Independent Study)
 - vi. 200-level courses under the rubrics above
 - b. Per Provost Weber's directives, all instructors must contact students by March 19, 2020 with information about how to access course content remotely.
 - c. Please remember that **CAS instructors cannot require students to be present on campus for any credit-bearing activity for the remainder of the Spring 2020 semester**.
2. The College recognizes that activities upon which non-classroom-based courses depend may have already been or soon will be suspended due to the COVID-19 pandemic. Undergraduate students will be impacted by the move of undergraduate courses to distance-learning, limitations on laboratory research, and the termination of internship programs.
3. In the interest of following Provost Weber's directive to practice social distancing, please avoid and discourage any in-person meetings with students you supervise in these courses. Communication with students should be conducted by email, Webex, UB Learns, phone, or other forms of telecommunication.
4. For all disrupted non-classroom-based courses, it may be useful to follow recommendations in regard to alternate completion options from the UB Experiential Learning Network on [Completing Your Experiential Learning Course](#)
 - a. Please consider directing students to complete a Reflection Digital Badge (see instructions on the page linked above).
 - b. Please note that this is only a suggested option. Digital badges are *not required* by CAS to complete the non-classroom-based courses indicated in these guidelines. **Alternate course requirements and evaluation are at the discretion of each course supervisor**.

5. *Undergraduate Supervised Teaching:*

- a. Students enrolled in 495 may be able to contribute to online discussions or tutorials through UB Learns sufficient to meet requirements for the course.
- b. If the online participation of 495 students is not possible, supervisors are encouraged to have students complete alternate assignments to fulfill course requirements (e.g., write substantive essays reflecting on their experiences, develop lesson plans based on their experiences, etc.).

6. *Internship and Service-Learning:*

- a. Students may not be required to conduct internships or service-learning activities at workplaces where interpersonal distancing of 6 feet or more is not possible. Given this restriction, instructors should expect that most internships and service-learning will not be permitted for the rest of the spring semester.
- b. All students, regardless of the precautions provided by their internship or service-learning sites, must be offered the option of completing their credit-bearing non-classroom-based activities remotely if they wish to do so.
- c. Students may supplement any lost time in such activities by completing an alternate assignment to fulfill course requirements (e.g., writing reflection essays on their experiences, developing materials/activities related to their experiences, etc.).
- d. The [Experiential Learning Network](#) is a very good resource for students completing 496 courses.

7. *Undergraduate Research:*

- a. Students cannot be mandated to conduct research on campus for any credit-bearing activity. All students must be offered the opportunity to complete their work remotely.
- b. For laboratory-based 498 courses, please consider requiring students to complete alternate assignments to fulfill course requirements (e.g., provide students with data-sets that can be analyzed remotely, require students to prepare/edit written materials, or require students to submit narrative summaries or reflective essays about the research work they have already conducted, etc.)

8. *Thesis and Independent Study:*

- a. As stated above, please refrain from in-person meetings with advisees.
- b. All course and research materials should be available to students in electronic formats.
- c. Please ensure that students can complete and deliver projects remotely in forms appropriate to each discipline.