

Prepare for Snow Days and Other Unexpected Class Cancellations



An important component of course planning is preparing for the inevitability of inclement weather or other unexpected closings. You can minimize the impact of lost class time by having a plan for how you will maintain contact with your students and readjust scheduling. To ensure academic continuity, we recommend that you perform the following preparedness activities:

- Be informed of how to get your school's alerts or notifications. *At Oakland University, this form allows you to opt into alerts and notifications: oakland.edu/uts/student-services/emergencynotification*
- Practice making clear and effective online communications for your students
- Familiarize yourself with communication and online teaching technologies
- Make schedule adjustments, as needed
- When you return to campus, evaluate the impact and reconnect with your students
- Be informed of how to get support

Preparation Checklist

Before the semester even starts, plan ahead for an unplanned class cancellation:

- ☐ Establish a communication plan to notify students of any major change.
- ☐ Make your syllabus available digitally to students.
- ☐ Post all class documents in your Learning Management System. *OU uses Moodle.*
- ☐ Have remote access to your office computer or materials stored on it.
- ☐ Review the planned material and activities and consider what is “must know”, what is “important to know” and what is “nice to know.”
- ☐ Evaluate what activities and material require in class time vs. could potentially be accomplished though out of class or online activities.
- ☐ Reprioritize the course based on these decisions so that you and your students are able to successfully meet the course goals.
- ☐ Update syllabus if needed and post to Learning Management System.
- ☐ Notify students of any changes to the syllabus.
- ☐ Adjust any deadlines in the LMS for assessments and activities.

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