

University of West Florida
Academic Affairs
H1N1 Contingency Planning Guidelines

The following H1N1 contingency planning guidelines are recommended for all departments with no established contingency plan. Departments are encouraged to develop any additional guidelines to meet their specific needs. Faculty members maintain discretion about the best way to implement the guidelines for their particular contexts.

Actions related to student illness:

- Review contingency plan in syllabus for missed classes, assignments, exams, etc.
- Discuss with students at the beginning of the semester regarding contingencies
- Address how any material missed due to extended unplanned absences would relate to the overall course objectives
- Show flexibility in attendance, assignments, make-up exams, etc.; extension of deadlines
- Customize learning plan or address student needs on an individual basis as appropriate
- Foster communication between student and professor via email or other modes
- Extend faculty or teaching assistant availability outside the classroom
- Deliver course materials in other formats and technologies (study guides, eLearning, Elluminate, etc.)
- Encourage students to establish at least one study partner in the class who can provide lecture notes, etc.
- Require students to inform instructor as soon as possible about illness-related absences
- Inform students of strategies to prevent infection

Actions related to instructor illness:

- Incorporate contingency planning into syllabus
- Emphasize responsibility of students to check email, eLearning, regularly to stay current with contingency plan
- Address how any material missed due to extended unplanned absences would relate to the overall course objectives
- Communicate with students predictably via email, eLearning, telephone, blog, etc.
- Use flexible alternative pedagogical strategies (small group activities, open-book quizzes, webinar, discussion threads, blogs, etc.)
- Notify students as soon as possible of illness via email, eLearning, etc.
- Recruit a knowledgeable substitute (colleague, guest lecturer, teaching assistant), especially if absence entails more than one class
- Readjust course schedule and/or substitute course assignments
- Use eLearning to post course material (lectures, study guides, etc.)
- Coordinate a guest visit from Career Services as a reasonable substitute
- Cancel one class and redistribute courses objectives over other classes
- With sufficient prior notice, secure peer coverage from your program