Teaching in socially-distanced environments can be challenging. This checklist will help you get your semester off to a smooth start.

- Check UT’s guidelines for teaching during the pandemic
  Review the UT guidelines for social distancing, the COVID-19 pandemic plans, and the Provost Office’s instructor responsibilities page to make sure that your classroom policies are compliant.

- Amend your attendance policy
  The Provost’s Office has asked that educators excuse absences related to COVID-19.

- Review & update your syllabus with the appropriate resources, guidelines & policies
  The Provost’s Office has provided sample language to use on your syllabus regarding COVID-19 protocols. Also, be sure that your updated syllabus reflects all of the above mentioned course changes.

- Email students with a welcome message
  This is a good time to introduce yourself, your course, and ask students to contact you with their name preferences. Don’t forget to include the updated syllabus and the textbooks needed for the class.

- Plan ahead for special activities
  TLI has provided a risk management resource regarding experiential learning during this time. UT has also updated their policies regarding campus visitors and campus events, as well as adding a visitor health screening form.

- Identify where your classroom is located
  Visit the Spring 2021 timetable to ensure that you know where your class is taking place. If possible, visit your classroom before the semester begins.

- Familiarize yourself with your classroom’s technology
  Visit OIT’s Classroom Technology Resource for information regarding the types of technology equipped in your classroom and available support.

- Review Student Success resources and services
  The Academic Success Center has a variety of tutoring and assistance services available.

- Create a health and safety plan for your class
  The CDC has provided guidance for health and safety considerations for those who teach in higher education. Be sure to include plans for how students can safely enter and leave the classroom. If you work in a laboratory setting, the University of Tennessee has provided additional health and safety guidance.

- Create a seating chart
  Due to contact-tracing needs, the Provost’s Office has requested that all educators create and maintain a seating chart for their classes. Instructions can be found on this document.