



# TEACHING IN SOCIALLY-DISTANCED ENVIRONMENTS: PRE-SEMESTER CHECKLIST

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](#).