

From: Andrea B Carroll
Sent: Thursday, August 13, 2020 9:31 AM
To: LAWSTUDENTS-SUMMER-L
Subject: Fall 2020 Classes - Modified Procedures and Policies!

Dear Students -

We are delighted that the long-awaited start to our semester is finally here! We look forward to welcoming you back to the LSU Law experience next week. As you know, this semester will be a different one than what any of us expected this time last year. I write today to help you prepare for the start of the semester and to give a few more details regarding policies and procedures for fall. Please read carefully. This email contains information specifically about your experience in your classes this semester. For information regarding safety and public health initiatives of the Law Center related to COVID-19, you will need to consult the LSU and Law Center website.

Course Schedules

Updated course schedules are available on the LSU Law website (<https://www.law.lsu.edu/academics/files/2020/03/Fall-2020-Upperclass-Course-Schedule-Alpha.pdf>). These schedules have undergone substantial changes this summer, so checking the copy on the Law Center website is the way to ensure that you are reviewing the most accurate schedule. Check the schedule carefully, particularly when there are in-person classes for which students rotate days of attendance. It is your responsibility to be present and prepared at the appropriate time.

In-Person Courses

If you are registered for an in-person course and did not elect remote attendance this semester, you will report to the classrooms listed on the online schedule. Available seating will be marked, and you should sit in a seat indicated as usable and not move chairs or seating signs. You will need to choose the same seat for the entire semester in a given course and we will be using seating charts to aid in safety and any necessary contract tracing efforts.

Remote Attendance in Live Courses

In July, we gave you the option to elect remote attendance of any courses held in-person. If you have already filled out our online form to elect remote attendance for a health or safety reason related to COVID-19, your election has been approved. You will abide by the course schedules posted online, except that you will attend NO courses on campus. Rather, you will log on to Moodle at the appropriate class time (or at a time you select for an asynchronous class). There will be a link visible in each class's Moodle page for you to click to view a class in session. You need no special materials, other than a computer that can access Zoom and Moodle, to view these recordings. If you are unable to find the class links or recordings in a class, you should email the faculty member through Moodle to inquire.

Classes should be done remotely in a location with a stable internet connection and a quiet, distraction-reduced environment. If you elected remote attendance for a health or safety reason related to COVID-19, you should not come to any in-person class or do any classes remotely at the Law Center this semester. That is an election to attend NO in-person classes this semester.

If you have NOT elected remote attendance, but are enrolled in a class that is fully online, or online on certain days, and you do not have an appropriate space at your home or other location, you MAY be able to engage in remote attendance at the Law Center. For the fall of 2020, we have designated rooms W230 and W220 as remote learning rooms. You may go to those rooms, select any available seat, and participate in your classes remotely WITH HEADPHONES. The FIRST and SECOND floors ONLY of the Law Library may also be used for this purpose. Again, headphones are required. You may unmute yourself in these spaces as needed to ask or respond to class questions when called on. Understand that capacity in these rooms is heavily restricted and seating is first come, first served. If there is no available space, you will have to find another space in which to engage in remote attendance. No other spaces but these may be used for remote learning; other classrooms are reserved for in-person classes only and will be cleaned and must remain unoccupied between classes.

Revised Attendance Policy

Last month, the faculty voted to modify our attendance policy for Fall 2020. The rule for this semester is that regular and punctual class attendance is required. Failure to comply with this rule may affect a student's grade. However, no roll sheet will be passed (for health and safety reasons) this semester only and students will not be **automatically** dropped from a course for missing a particular number of classes. Still, faculty MAY record attendance and may adjust student grades based on attendance in accordance with rules communicated in the course syllabus. Moreover, faculty reserve the right to adjust student grades upward or downward up to .3 for participation. You will need to ensure that you are attending and participating as appropriate in each of your courses, no matter your method of attendance.

Note that if you did not already select remote attendance, you may attend classes remotely only if you are ill and receive ADVANCE approval from me to view one or more class recordings. In other words, you may not "skip" an in-person class for a reason other than illness and simply expect to watch a video later. Email me the detailed reasons for your need to attend one or more sessions remotely as the need arises. Faculty are not obligated to make or provide course recordings where students have not followed this procedure.

All Classes Ending 5 Minutes Early

Because we have both live and hybrid courses, students attending both, and the need to give you time to clean your table/desk area before each class, the faculty has voted to end all classes 5 minutes early for the Fall 2020 semester. Whether you are participating in an in-person or an online synchronous course, each and every class session will end 5 minutes early to allow students time to get to their next class session. We know this reduces valuable instructional time. We hope we are able to return to our regular class schedule soon.

AEA Requirement for Online Courses

Any course you have which is 100% online this semester will have an Academic Engagement Activity (AEA) requirement. This will be an activity you MUST participate in on Moodle and it will be graded. Your professor will explain the details of that AEA in each course. Completion of it is mandatory and out of our control for reasons relating to federal financial aid. If you do not complete the activity timely, you will render yourself ineligible for financial aid and we will not be able to help you change that. Be sure to complete these activities as directed. This requirement exists only for 100% online courses; it does not apply to in-person courses, even if you have elected remote attendance of an in-person course.

Exams

More information will be forthcoming on exams in September and October. For now, know that it is highly likely we will be required to give all exams in a take-home environment again this semester, given LSU policies and state and federal health regulations. (Note that both LSU and the Law Center canceled fall holiday/reading days and will not resume classes after Thanksgiving.)

At this time, we do not anticipate that we will be deviating from our usual grading guidelines for the Fall of 2020. You will need to plan your studying over the course of the semester accordingly.

Communicating with Faculty

If you have questions about a particular course, you can get those addressed by contacting your faculty member. Emailing the faculty member (which you can also do through Moodle) is likely the most efficient means of contact. Virtual office hours will also be made available by all faculty members this semester. We will all have to work creatively to communicate effectively in this new environment, but I am certain we are all up to the task!

If you have class-related questions that you are unable to answer from this email and the information on the Law Center website, please contact me or Dean Henry for assistance.

Looking forward to a great semester!

Andi Carroll
Associate Dean