

Howard University Course Action Plan (CAP)

The Howard University Course Action Plan (CAP) is a short worksheet designed to provide the Department or School or College (without departments) with your course plan for the spring 2022 term. This document is a guide and it provides information to your Department Chair, Associate Dean and Dean regarding your planning for each course that you are assigned to teach this spring. A CAP must be completed for each course that you are teaching this spring. CAP must be completed by full-time, adjunct (Part-time) and affiliate faculty who are teaching any course. Note at the end of this document is a section titled Continuity Plan in case the instructor of record is unable to continue instruction due to illness related to COVID-19. The continuity plan should be developed in consultation with your department chair or the academic dean (in Schools or Colleges without departments). **The CAP must be submitted to your Department Chair or Dean no later than Thursday, January 13, 2022.**

Instructor Name:	
Co-Instructor Name(s):	
Course Number(s):	
Course Name:	
Department:	
School/College:	
Date Submitted:	

Instructor Worksheet

Instructional Activity	Questions to Consider	My Plan
Develop and post syllabus for your course <ul style="list-style-type: none"> Faculty must submit their course syllabi to their department chair or associate dean (in schools without departments) before the beginning of the semester. All faculty are required to post their syllabi on Blackboard, preferably as early as possible, <u>but no later than Monday, January 17, 2022.</u> All Blackboard courses will be made available to students by Tuesday, January 18, 2022. 	<ul style="list-style-type: none"> You can describe your plan or attach your course syllabus. If you attach your course syllabus then you need not provide any additional information. How will you take attendance, award points for participation, and enforce deadlines? What if any students are dealing with illness, lacking power or internet connections, or needing to care for family members? How will you handle requests for extensions or accommodations equitably? Have you included COVID-19 statement in your syllabus? Have you included updated Title IX Statement in your syllabus? Check CETLA website for this information. Describe your plan or attach your course syllabus. 	
Course Materials and Readings	<ul style="list-style-type: none"> Describe your plan or if information about the course materials and/or readings are included in your syllabus which is attached no additional information is required. Are course materials accessible online? If you plan to use supplemental materials, how will those materials be distributed to students. What tools will you use to distribute this content? 	
Run Lab/Clinical Activities	<ul style="list-style-type: none"> Describe your plan or if information about how you will conduct lab/clinical activities is included in your syllabus which is attached no additional information is required. If applicable, how will you organize and deliver lab/clinical activities in your course? If so, how will you alter each of these activities to achieve your learning outcomes? Describe your plan. 	
Assess Student Learning (includes Final Exams)	<ul style="list-style-type: none"> Describe your plan or if information about how you will assess student performance including final exam is included in your syllabus which is attached no additional information is required. What exams and other assessments do you plan to have in this course? How will you deliver and collect responses to those exams? 	

Continuity Plan for Faculty Member

Pursuant to CDC and District of Columbia guidance you cannot be on campus if you have tested positive for COVID-19. Therefore, you have been asked to supply a continuity plan. In addition, the Faculty Instruction Memorandum, dated July 1, 2020, requires schools and colleges to develop a continuity plan in case a faculty member is unable to continue instruction due to illness related to COVID-19. Provide a detailed description below (or attach a separate page to this plan) with a detailed description that includes the name(s) of faculty who will take over the responsibility to teach the course. **This plan should be developed in consultation with the department chair or the academic dean in schools without departments (i.e., the Schools of Law, Divinity, and Social Work).**

Every faculty member assigned to teach a course in spring 2022 must have a continuity plan for each assigned course.

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