

## CYA's Continuing Education Plan for the Spring 2020 Semester due to COVID-19

We hope that your students have returned safely home. For the time being, we are all settling into our new reality and trying to make the best of this extremely complex situation. Your students may have graced CYA's halls for a short time but they have left lasting impressions on our faculty and staff and even though the physical part of their study abroad semester was cut short, we want to make sure that the continuing intellectual portion will have a lasting impact.

CYA's academic team has worked diligently to make sure that your students continue their academic journey using both Moodle and Zoom to continue both synchronous and asynchronous online sessions for the remainder of the semester.

### Week of March 16-24 - Synchronous Teleconferences Sessions via Zoom

- All students have been sent invitations to join their regular course schedules
- Students who are not able to join the synchronous session due to the different time zones will be excused and professors will share missed work with these students
- No grade-bearing assignments will be given during the period March 16-April 3

### Week of March 23-26 - Transition Week

- No online courses will be offered this week, giving faculty time to convert from synchronous to the asynchronous, pre-recorded class sessions

### Week of March 30 – May 8 – Asynchronous Class Sessions

- Using Moodle, the instructors will be uploading course material in the following forms:
  1. Pre-recorded lecture videos
  2. Videos from onsite
  3. Videos of interviews
  4. Podcasts
  5. PowerPoint and class-notes
  6. Reading
  7. Discussion Forums
- All Spring 2020 classes have been updated in Moodle and include the following items:
  1. Revised syllabus and academic plan
  2. New course assignments and requirements—rubrics for all new, online assignments

### Week of May 11-14 – Final Exam Week

- Students will complete their final exams and official transcripts will be issued by the end of May

Academic Services available to students for the remainder of the Spring 2020 Semester:

- **Academic Writing Workshop and Lab**
- **Language Lab**
- **Academic Advising**
- **Faculty Office Hours will be kept through Zoom**

Also,

- Student Academic Accommodations will continue to be respected when applicable
- CYA requires students to stay connected with their classes on a daily basis; many different assignments, continuous feedback and discussion forums will be employed
- CYA wants students to stay connected with the CYA community; several extra-curricular seminars and workshops will be available to all students.

Thank you and please reach out to us if you have any question or need additional information regarding our online courses or services.

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