# Course Synchronicity Plan

This worksheet is designed to help you develop a basic synchronicity plan for your course.

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| **Instructor Name:** |  |
| **Course Number(s):** |  |
| **Course Name:** |  |
| **Department:** |  |
| **Date Submitted:** |  |

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## Instructor Worksheet

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| **Teaching Activity** | **Questions to Consider** | **My Synchronicity Plan** |
| **Communicate with Students** | How do you plan to communicate with students and how often?  How will students be able to communicate with you?  How will you convey your preferred communication modality?  What factors did you identify in your situational analysis that might impact how you communicate with students?  Will communication be synchronous (e.g. chat) or asynchronous (e.g. email, postings, forums)?  What tools might you use to communicate with students?  *We will cover specific strategies in Module 7.* |  |
| **Distribute Course Materials and Readings** | How will students access course documents and reading materials (schedules, syllabus, textbooks, readings etc.)?  What tools might you use to distribute this content?  *We will cover specific strategies in Module 6.* |  |
| **Deliver Lectures** | How do you plan to deliver lectures, or do you have an alternate plan for material that you usually deliver in lectures in an in-class setting?  Will they be live or recorded?  If live, how will you schedule them?  Will you record any live sessions?  Are you required to have any live components to your course?  *We will cover specific strategies in Module 6.* |  |
| **Run Lab or Other In-Class Hands-On Activities** | Do you have any labs or in-class hands-on activities in your course? If so, will these activities in your course be affected?  If so, how will you offer each of these activities to achieve your learning outcomes?  *We will cover specific strategies in Module 6.* |  |
| **Foster Communication and Collaboration Among Students** | How will you foster collaboration in your course over time?  In what ways can you foster student-to-student communication?  How will you make students accountable for group work done at a distance?  *We will cover specific strategies in Module 7.* |  |
| **Collect Assignments** | What types of files will students be required to submit?  How will you collect assignments?  What accommodations to assignments might you have to make for students?  *We will cover specific strategies in Module 5.* |  |
| **Assess Student Learning** | How will exams or other assessments be offered?  How will you deliver and collect responses to those exams?  Which exams will need to be converted to projects or papers?  Will they be conducted synchronously or asynchronously?  *We will cover specific strategies in Module 5.* |  |