

# Class Operation Guide for Fall Semester 2020

## I. Plan for Class Operation

- **Classes will be conducted between 2020.9.1 ~ 12.14.(15 weeks) / 12.15.~12.20.**  
(time for supplementary classes)
- **Extension of the Period for Registration(Add & Drop) of Classes and Offline registration**
  - The period for registering(Add & Drop) for classes has been amended:  
**2020.9.1. (Tues) ~ 2020.9.14 (Mon) [Two Weeks]**
  - The time period for submitting your “Override form” is the same as for first semester.  
※ To ensure smooth flow of registration every department has been advised to check email twice a day and send out approvals.
- **Standard Measures**
  - Online classes will be held similar to the first semester. The Zoom link to join online classes will be available on eTL.
  - **General Elective Theory classes will be held offline(In-person), and General Electives which include experiments, practical and training will be held partly offline and online.**
  - **Classes offered by the Major/Department over a semester shall be conducted offline and online(non-face-to-face), as decided by them.** (Each department shall notify in advance regarding the in-person and online classes period.)
  - Offline(In-person) classes will be conducted abiding by rules for disinfection and prevention of COVID-19spread.

- ◎ **Classes will be held in according to the Level 1 ‘Social Distancing’ measures.**
  - A mix of online and offline classes shall allow for minimal contact between students.
- ◎ **Response to the Korean Government’s call for Level 2 Social Distancing:**  
Offline(In-person) classes shall be conducted on a only-when-required basis and the majority of classes shall be held online.
- ◎ **Response to the Korean Government’s call for Level 3 Social Distancing:** All classes shall be held online(non-face-to-face) and entry to university will be restricted.
- ◎ **In case of offline classes and examinations, all precautions for disinfection shall be undertaken.**

## II. Detailed Plan for Operation of 2020-2 Semester Classes

- 1) Each instructor shall conduct their classes according to the methods A~D mentioned below. They must choose a method most suitable for their course. They shall announce their chosen method before the semester starts. (Class syllabus shall be uploaded before the beginning of course pre-registration period<8.6 (Thurs)~ 8.10(Mon)>)
- However, in case of A~C methods, the offline classes shall be held in accordance to the government rules and the corona virus situation. We intend to conduct classes according to the table mentioned below.

※ Timetable for Class structure and Operation

Courses		Time	Beginning stage	Middle stage	Latter half
			2 <sup>nd</sup> Semester (9.1.~10.4.)	2 <sup>nd</sup> Semester (10.5~11.27.)	of 2 <sup>nd</sup> Semester (11.28.~12.20.)
Classes which include Theory,	A group: Offline classes for 15 weeks	Experiments, Practicals, Training			
		[Offline]			
Experiments, Practical and Training	B group: Offline classes for 5 weeks or more, Online classes less than 10 weeks	Theory + Experiments, Practical and Training			
		[Online]	[Offline]		[Online]
Theory Classes	C group: Offline classes under 5 weeks, Online classes more than 10 weeks (1 <sup>st</sup> semester attendance, student participation, etc)	Small Class Size			
		[Online]	[Offline]	[Online]	
	D group: Online 15 weeks (In case of General Theory elective, Large class size, etc)	[Offline]	[Online]		
		Theory Classes			
Announcement Timeline		July End	September Beginning	Mid-late October	

\* Small class-size: If the students who have registered are less than 20, then offline classes can be held by following the disinfection procedures.

(Classrooms allotted shall ensure 1.5m ~ 2m distance between participants.)

※ The schedule for classes to be conducted offline can be subject to change

according to students' attendance.

- ※ In order to take students' decision into account, for classes with the same curriculum, lectures will be divided into C and D groups by the department.
- ※ For classes offered by the Major, the first class will be utilized to understand students' position on class operation, and the method for class operation is subject to change.

## 2) Classes Conducted through eTL

- eTL must be used to conduct Online(Non-face-to-face) / Offline(In-person) classes
- eTL must be used to assign coursework and also to receive them.
- Announcements or notices regarding assignments of projects/coursework shall be accompanied with their purpose(if they are being used as a substitute for exams, or if they are simple assignments).
- Only assignments and projects which shall be followed up with feedback can be dispensed to the students. Thus, professors are required to give feedback on any submissions made by a student.

## 3) Offline(In-person) class attendance policies and class attendance acknowledgment

- Provide online class alternatives for students are unable to attend offline classes
- Prerecorded video lectures or live lectures over Zoom will be provided simultaneously
- Cases in which the student's remote course attendance will be acknowledged:
  - If student is a subject of government quarantine guidelines and policies, including being recognized as confirmed or suspected case of COVID-19.
  - If an international student has not been able to enter the country but has participated in classes remotely by utilizing the online lecture system
  - If a student is unable to attend a offline classes due to other health considerations or residence location, course attendance can be acknowledged at the discretion of the course instructor if said student attended the supplementary online classes(prerecorded or live video lectures).

### **III. Assessment and Exams**

#### ○ Exams

- Offline(In-person) assessments and exams should be scheduled in advance and completed prior to December 12<sup>th</sup> (Friday) 2020.
  - ※ Please take into consideration the Chuseok Holidays(10.1.~4.) and the University Entrance Exam Schedule [12.11.(일반), 18.(지균)]
- Apart from offline exams, please note that online assessment methods for each course might vary and include, but are not limited to, open book exams and quizzes, papers, and projects, etc.
- Instructors are responsible for announcing their evaluation methods in advance

### **IV. Guidance on course scheduling and progression**

- Please upload the course syllabus before the Preliminary course registration period on the Sugang(Course Registration) website (8.6.~10.)
  - Please make sure that the syllabus for each course contains further detailed information pertaining to the two week self-quarantine policies regarding overseas arrivals(international students including freshmen, global admission, etc) so that students can estimate their arrival in SNU accordingly.
    - ※ Please refer to the sample syllabus provided below.
- Please be prepared to provide supplementary online(prerecorded or live Zoom) classes for students who can not attend offline classes due to the two week self-quarantine policies for all arrivals from overseas.
- After establishing the individual policies for each course that will be opened during the Fall 2020 semester, each college(department) shall announce the following on the university's website and student bulletin board before the Preliminary Course Registration:

Course name	Course #	Lecture #	Course instructor	Classroom	Grading System	Course	Offline class methodology	offline class date	Midterm exam	Final Exam	Final day of classes	Evaluation methods
					A~F (On a curve, Absolute) S/U	Experiment, Practice, Debate/Presentation Team Project	Real time class, Class recording, Quiz, Assignment, Others		No Exam, Offline, Online, Other	No Exam, Offline, Online, Other		Assignments: Quiz: Midterm Final: Attendance:

### (Syllabus Sample)

This course consists of six weeks of offline(In-person) classes(including one offline exam) and nine weeks of online(non-face-to-face) classes.

Please refer to the schedule for offline classes below for further information regarding the classes scheduling and make sure to participate accordingly.

Week	Class form	Classroom/Website	Remarks
1~5 week	Offline	Building 204 Room	
6~12 week	Online	etl Classroom	ZOOM
13 week	Offline exam	TBA	
14, 15 week	Online	etl Classroom	Video class

Exams will be conducted offline(In-person).

Exams are to be conducted in a classroom selected according to the number of registered students for the class. All preventative measures(including disinfection) will be taken in order to ensure our staff and students' safety during the exam. Classroom locations will be announced prior to the exam.