

## Huntington University | Students in Fort Wayne, Indiana

After much consultation and the support of the Huntington University Board of Trustees Executive Committee, it is the intention of the University to extend Spring Break by two days (Monday, March 23, 2020 and Tuesday, March 24, 2020) and to offer classes in an online, virtual format beginning Wednesday, March 25, 2020. The Huntington University campus will remain open during the extended Spring Break (Saturday, March 14 through Tuesday, March 24, 2020).

- Monday and Tuesday, March 23-24, will be used for intensive professional development to ensure that faculty are prepared to deliver high quality virtual instruction to the students of Huntington University.
- HU Faculty will proactively prepare to shift to virtual models of instruction. In preparation for the move to virtual instruction, all faculty will have all of their courses visible on Moodle and utilize it as the primary learning management system for the delivery of virtual instruction. Your individual course material on Moodle will be available by 5:00 pm on Tuesday, March 24<sup>th</sup>.
- As we move to virtual instruction, it is our hope that faculty will hold class synchronously via Zoom at the appointed class times, if possible, and when appropriate to the context of the class. Please remember all class times are scheduled according Eastern Standard Time. Technology Services is confident that there is sufficient bandwidth to accommodate robust Zoom participation. For technical questions please contact: [helpdesk@huntington.edu](mailto:helpdesk@huntington.edu).
- Fieldwork I and capstone assignments should resume as normal unless notified by the academic fieldwork coordinator or capstone coordinator of a cancellation. Capstone students should continue the week of March 16th with onsite hours if possible. Fieldwork I follow your schedule March 25-27 until end of assignment.
- Students may access the OTD labs for course preparation and practice. Faculty may hold pre-arranged labs as necessary. Monitor instructions
- The intention at the present time is for the Randalia location to remain open through the end of the semester. Students are asked to exercise precautions by practicing social distancing and continuing the frequent use of hand sanitizer.
- Current Huntington County Department of Health guidelines suggest that institutions avoid gatherings of over 50 people.
- All institutionally-sponsored international and domestic travel is being cancelled. If you make the personal choice to travel out of the country or to regions within the US that are more affected by COVID-19 than our local region, you must report this to Dr. Ruth Ford prior to returning to campus. You may be required to self-quarantine depending on the severity of COVID-19 incidences in the regions visited.

- Huntington University leaders continue to be in frequent communication with local and regional health departments, with the Independent Colleges of Indiana, with a group of Northeast Indiana regional institutions and with our peers on specific campuses. We are in uncharted waters, and the situation is dynamic. It is important for us all to remain flexible with one another and to be supportive of each other's best efforts as the situation continues to evolve.
- We are working through a discussion to cancel any events held on our campus that would involve more than 50 people gathered in one place which may alter how we conduct special events on campus.
- Although no decision has been made on commencement activities and the graduation ceremony, there is a high probability that the University will need to consider hosting a virtual event.
- The University's current course of action will be reevaluated before April 10, 2020. Please continue to visit [Huntington.edu/COVID-19](https://Huntington.edu/COVID-19) for further updates.