

CYCU Course Teaching at Ease Project for COVID-19 Prevention

Online flexible teaching for 2 weeks

According to the recommendations of the Ministry of Education, 2 weeks of online flexible teaching will be implemented from September 14th to September 26th. After September 27th, the course teaching will adopt physical teaching. In accordance with the announcement of the Ministry of Education 「110-1 the Guidelines for the management of COVID-19 to universities and colleges」 The instructions are as follows :

I. The Online flexible teaching will be implemented from September 14th to September 26th.

A. Online flexible teaching measures

- (1) Online flexible teaching measures include online synchronous or asynchronous teaching, designated reading materials, etc. Instructors must make an announcement on the i-learning platform before class about how the class is going.
- (2) During the first week of online flexible teaching, instructors shall not conduct course tests and performance assessments.

B. Audit measures

The instructor must take the following measures for students who only are selected courses on September 22nd and 23nd:

- (1) The website of the department should announce the following relevant information and provide links to the audit students.
 - a. Course links or codenames for Teams, Google Meet, Webex, etc.
 - b. Provide links to YouTube and OneDrive URLs of recorded courses or teaching materials
 - c. Reading materials designated by the instructor
- (2) Allow auditors to enter i-learning and remove them after the third week.

II. After September 27nd, the teaching method will be resumed to physical teaching.

A. Guidelines of Epidemic Prevention Management by the Ministry of Education
Course teaching which adopts physical teaching should comply with the following principles

- (1) Maintain indoor safe social distance(2.25 square meters/person) and the maximum number of people is 80
- (2) Adopt fixed seats and fixed members, and implement the real-name registration system.

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(3) Teachers and students should wear masks, disinfect hand and prohibit eating and drinking throughout the course.

(4) The classroom environment should be well ventilated and cleaned and disinfected regularly.

B. Classroom capacity

(1) General classroom : Depending on the classroom environment and the arrangement of desks and chairs, there can only be one-third to one-half of the original number of students in the classroom.

(2) Laboratory classroom, computer classroom, practical classroom, meeting room for class : Classroom capacity will be calculated based on the equipment, space environment, and the number of participants with 2.25 square meters/person.

C. Course Teaching Measures

(1) Course for less than 80 students

a. Number of courses \leq Classroom capacity : physical teaching

b. Number of courses $>$ Classroom capacity : The online teaching plan is as shown in Table 1. Instructors can choose one of them to implement according to the attributes of the course and the teaching plan.

(2) Course for more than 80 students

The online teaching plan is as shown in Table 1. Instructors can choose one of them to implement according to the attributes of the course and the teaching plan.

(3) The implementation method will be announced on the i-learning before class. Each department or the opening unit will organize and summarize the implementation method of the course and announce it on the unit' s website before September 16th.

III. Course Selection

A. On-site course change to Online form

(1) Cancel on-site course selection on September 22nd and 23rd. All departments will change to online forms and announce information on the department website before September 14. The Office of Academic Affairs will summarize and announce in the course selection system and the Chung Yuan Christian University for Disease Control.

(2) Departments should open online registration in advance. Course selection distribution will be implemented after September 23.

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- B. Online Course Add/Drop 2nd Stage (From 9/24 to 9/30, 2021; 22:00 to 08:00; Open all day on holidays)
- C. Course changes : In addition to those students who originally agreed to accept the prescribed objects, including those students who can submit the instructor of the opening unit to agree.
- IV. During the student's epidemic prevention leave, the instructor should provide online teaching. When the student takes an epidemic prevention leave, it should not be included in the absentee deduction, and the academic performance evaluation will not be deducted.
- V. In response to the epidemic, instructors should link all online teaching videos and textbooks of all courses this semester and upload them to the i-learning.
- VI. In response to epidemic control regulations, online teaching will be arranged for overseas students who cannot return to school as scheduled.
- VII. Regarding teaching courses, the school will make rolling revisions based on the development of the alert standards by CECC and the announcement of the Ministry of Education.

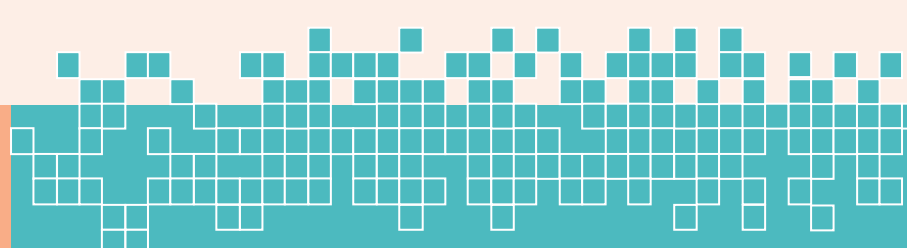
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Table 1: The Online Teaching Measure

* Adopting physical diversion courses must be in accordance with the Ministry of Education's epidemic prevention guidelines

online synchronous or asynchronous	physical teaching is divided and synchronized	physical teaching is divided and not synchronized
<ul style="list-style-type: none">✓ During class time, the teacher conducts online teaching and records videos simultaneously; all students take online class at the same time. The recorded class video is for students to review.✓ Teachers provide pre-recorded videos during class time and stand by to answer questions from classmates; all students take online class at the same time. The recorded class video is for students to review.	<ul style="list-style-type: none">✓ The teacher attends classes in the original classroom and records the lesson videos; some students attend classes in the original classroom (teachers are divided the entire class into groups and diverts them).✓ The other students are in another classroom or using synchronized video at the same time.✓ The recorded class video is for students to review.	<ul style="list-style-type: none">✓ The teacher attends classes in the original classroom and records the lesson videos; some students attend classes in the original classroom (teachers are divided the entire class into groups and diverts them).✓ The other students do not need to attend the class during the class time, but have to watch the class video before the limited period.✓ 2 groups of students will be exchanged next week.



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Table 2: 110-1 Course Selection Schedule — Online flexible teaching for 2 weeks

Item	Time		Content	
Freshman Course Selection	From 9/9,2021 22:00 to 9/11,2021 16:00		110-1 semester freshmen (including graduate school, university, transfer students)	
On-site course selection From 9/22 to 9/23,2021 09:00-12:00; 13:30-16:00 Transfer students, returning students who need required or elective subjects of the department, please contact the department office or Office of Academic Affairs(curriculum and registration section) on 9/13,2021	Course	Opening Unit	Location	Applicant
	PE course	PE office	Gymnasium Curriculum Section	This semester's transfer student, exchange students, overseas Chinese students, returning students, students delaying their graduation(those who retake the freshmen PE class should participate in the course first), students who want to add second PE class (for fresh graduates who have to take freshmen PE class)
	Philosophy of life, Philosophy of religion course	Chaplaincy	The first floor of the middle building in Holistic Village	Transfer students, returning students and fresh graduates of this semester, deferral graduates.
	Environmental service learning	Guidance and Counseling Section	The third floor of Dickson Lee Hall	Transfer students, returning students and students who retake courses in this semester
	Courses opened by each department	Each department	Department office	Transfer students, returning students, students delaying their graduation, fresh graduates, minor/double major students and cross - field program students in this semester
	General education compulsory course and extended elective course	Center of general education	Room 813, south building,Holistic village	This semester' s transfer students, returning students, students delaying their graduation, students taking Humanities program, innovation and entrepreneurship program, public administration program *For exchange students, please refer to the announcement on the official website of the General Education Center
Online Course Add/Drop 2nd Stage	From 9/24, 2021 to 9/30, 2021 (From 09:00 to 21:00 everyday)		<ul style="list-style-type: none"> • Only for your course selection queries 	
	From 9/24, 2021 to 9/30, 2021 22:00 to 08:00 (on alternate days) (Open all day on holidays)		<ul style="list-style-type: none"> • A second general education extended elective course is available (Heaven, Human, Thing, Me) • Students who register first will be enrolled first 	
course selection deadline	10/1,2021 08:00 A.M		<ul style="list-style-type: none"> • Please choose your course carefully 	
course selection queries	Open all day from 10/1,2021 to 10/8,2021		<ul style="list-style-type: none"> •Please check your courses in the course selection system If you have any questions about the course, please contact the opening units by 10/7,2021	

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Item	Time	Content
Course changes	All the courses (including general education and PE courses) From 10/4,2021 to 10/8,2021 (09:00-12:00;14:00-16:00 everyday)	<ul style="list-style-type: none">• Only the following conditions will be accepted: (for general courses, please go to the center of general education) <ol style="list-style-type: none">1. Students who have a change in class time, resulting in a conflicted schedule2. Students whose courses are deleted and need to add additional courses3. Students who are unable to attend classes because of violation of the department's schedule4. Students who have proof of illness or accident and have been approved by the dean5. Students need to add or drop courses after credits have been transferred or waived6. Students who have been approved by the instructor to be added/withdrawn
Course confirmation	Since 10/9, 2021 12:00 P.M.	<ul style="list-style-type: none">• Please confirm the course selection result (Student E-network > Learning footprint > Student course information query)