April 2, 2020

**SUBJECT:** All Summer Classes to be Held Online

Dear Mason Patriots,

For summer 2020, all classes will move to online delivery, shifting from the alternative virtual learning model to a more robust, intentional online experience. Registration for Summer Term will now open on Wednesday, April 15, 2020, to allow for flexibility. For the summer, faculty should consider the following guidelines for courses:

- Have a consistent navigational structure and be organized by modules that fall into a logical sequence.
- Be designed in an asynchronous format to reduce geographic, time, and technology barriers for students.
- Include multiple opportunities that foster engagement, constructive collaboration, and interaction that encourage exchanges among the students through discussion boards, and/or other communication tools.
- Ensure that course content and instructional materials are accessible to all students.
- Note: Should blended courses and synchronous learning be necessary for some specific courses, faculty should follow the guidelines/best practices as outlined by the Stearns Center.

**A note about online learning for summer school**

Developing courses online integrates the links among learning outcomes, instructional activities, teaching strategies, and the use of media and technology. In this process, the highly collaborative working relationships between instructional designers and faculty seeks to ensure shared responsibility for the quality design of our courses. For many of the faculty who have been teaching on campus for years, quality standards should feel familiar; ultimately, we know that *good teaching is good teaching*, regardless of the medium. Yet, with the shift into a more online environment, the intentional design, development, and facilitation of courses starts to become a more deliberate part of the process, considering the intersection of content, design, assessment, and accessibility. This, of course, takes time so as we look towards summer courses at Mason, additional guidance will be provided by the Stearns Center.

Before June 30, all in-person summer programming—such as conferences and camps—will either be offered in an online, virtual environment, or canceled. Further decisions will be made by May 31 about summer programming that could be offered in person after July 1.

Sincerely,

S. David Wu
Provost and Executive Vice President