

# Course Resiliency Plan

# Course Name Here

# Course information

**Course Coordinator:** *Insert name here*

**Tutor:** *Insert name here*

**Trimester:** *1,2,3*

**Course type:** *e.g. lecture and lab, tutorial, field course, studio, etc.*

**Average number of students enrolled:** e.g., *200*

# Critical course status

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| High enrolment course (200 or more students)? |  |  |
| Prerequisite for a major or sequence of courses? |  |  |
| Offered once per academic year? |  |  |
| Required to graduate? |  |  |
| Is there an online version of this course? |  |  |

# If answered yes to any of questions 1-4 then the course is considered critical unless an online version of the course exists.

# Remote access to teaching materials and contact information

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Instructor has a laptop or home computer that has necessary teaching applications? |  |  |  |
| USB cellular modem? |  |  |  |
| All teaching materials backed up to cloud storage? |  |  |  |
| E-book of text is available? |  |  |  |
| Hard copy of teaching materials outside of VUW? |  |  |  |
| Hard copy of student contact information? |  |  |  |
| Hard copy of VUW staff contact information? |  |  |  |

# Online Course Presence

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Disruption course procedures (preferably in course outline) |  |  |  |
| Blackboard course presence |  |  |  |
| Other online presence (specify) |  |  |  |
| Course outline |  |  |  |
| Course readings |  |  |  |
| Assignments |  |  |  |
| Grades |  |  |  |
| Tests |  |  |  |
| Exams |  |  |  |

# Communication with students

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Disruption communication plan |  |  |  |
| Blackboard email |  |  |  |
| Blackboard announcement |  |  |  |
| VUW email |  |  |  |
| Other email (specify) |  |  |  |
| Text messaging |  |  |  |
| Phone |  |  |  |
| Facebook |  |  |  |
| Twitter |  |  |  |
| Other (specify) |  |  |  |

# Need at least one non-VUW communication channel

# Lecture delivery

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Recorded using V-stream |  |  |  |
| Recorded using other (specify) |  |  |  |
| Capability to record lectures (describe) |  |  |  |
| Capability to flip teaching (describe) |  |  |  |
| Synchronous lecture delivery (specify) e.g. google hangouts, skype, etc. |  |  |  |
| Other (describe) |  |  |  |

# Discussion

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Blackboard discussion board |  |  |  |
| Videoconferencing tool (specify) |  |  |  |
| Wikis |  |  |  |
| Blogs |  |  |  |
| Other (specify) |  |  |  |

# Assessments

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Assignments |  |  |  |
| Quizzes |  |  |  |
| Tests |  |  |  |
| Exams |  |  |  |
| Other (specify) |  |  |  |

# Tutorials

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Blackboard discussion board |  |  |  |
| Videoconferencing tool (specify) |  |  |  |
| Wikis |  |  |  |
| Blogs |  |  |  |
| Other (specify) |  |  |  |

# Labs

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Recorded lab activities (describe) |  |  |  |
| Video link to other university labs (describe) |  |  |  |
| Alternative locations (describe) |  |  |  |
| Virtual labs |  |  |  |
| Cache of retired field equipment off-site? |  |  |  |
| Other (specify) |  |  |  |

# Fieldwork

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Alternative locations (describe) |  |  |  |
| Alternative timing (describe) |  |  |  |
| Cache of retired field equipment off-site |  |  |  |

# Studios

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Studio cannot be replicated in an online environment (describe) |  |  |  |
| Requires specialized equipment located in VUW facilities (describe) |  |  |  |
| Alternative locations that have similar equipment (describe) |  |  |  |
| Cache of retired equipment stored off-site |  |  |  |
| Other (describe) |  |  |  |

# Implementation plan

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Critical course |  |  |  |
| Remote access |  |  |  |
| Online course presence |  |  |  |
| Communication |  |  |  |
| Discussion |  |  |  |
| Lecture delivery |  |  |  |
| Assessments |  |  |  |
| Tutorials |  |  |  |
| Labs |  |  |  |
| Fieldwork |  |  |  |
| Studios |  |  |  |