



P.O. Box 1470 | US Highway 80 E. PR 7631 | Hawkins, Texas 75765-1470

Phone: (903) 730-4890 | Fax: (903) 769-4842

[www.jarvis.edu](http://www.jarvis.edu)

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Dear Faculty:

The College has made the decision to offer online and/or remote learning opportunities to current students. After meeting with Deans and Chairs, the following are expectations of faculty as we attempt to navigate this new terrain and ensure that we keep our students engaged and we continue with teaching assigned courses:

- Instruction for the remainder of the semester will be online. Faculty contracts for this semester will end as stipulated in your contract. If faculty feel the need to give students more time to complete assignments, please give them the grade of "I". Consideration may be given to extending the time that final grades will be due in order to accommodate student needs.
- Senior grades are due as indicated on the academic calendar of April 27<sup>th</sup>, 2020.
- Faculty are expected to keep their weekly schedule.
- If you are not feeling well, please stay and work from home. Follow the protocol for the need for documentation on the third day.
- Faculty are expected to be flexible in how they allow students to submit their work. Some students will have difficulty submitting assignments to the portal from their phones. Faculty are expected to allow students to email any assignments that are due.
- Faculty are expected to utilize various means of communicating with students including XRecorder, WeVideo, YouTube, Zoom, Free Conference Call, JICS chat feature, Group Me, WhatsApp, WeChat. We have been informed that faculty can acquire a Google number for video chats as well. The use of Navigate to engage and contact students is suggested.
- Math faculty are asked to enable the tutorial feature that is associated with MyMath Lab so that students can have access to this feature.
- Communicate with students that they must at this time utilize their Jarvis Christian College email account. This will be the way that they will receive communication. If they have not utilized or set up their account please advise them that their account is their [firstname.lastname@student.jarvis.edu](mailto:firstname.lastname@student.jarvis.edu) example would be [john.doe@student.jarvis.edu](mailto:john.doe@student.jarvis.edu).
- Faculty are expected to communicate with students at least 3 times weekly.
- Faculty are expected to inform students when registration is open and encourage students to enroll in classes for the summer and fall.
- Faculty are expected to set up tutorials for students who may need extra help.
- Faculty are expected to continue to abide by needed accommodations for students who are enrolled under ADA stipulations.