



THE UNIVERSITY OF THE WEST INDIES

FIVE ISLANDS CAMPUS

Academic Year 2020/2021: Semester One

Priority: Our Health & Safety

The health, safety and well-being of our students and staff is our highest priority. Previously a hybrid blend of online and face-to-face learning in Semester One of the 2020/21 academic year was announced. The Senior Management Team of the Five Islands Campus has since reconvened and determined that the Campus is not at the stage to engage physical academic interactions between faculty/staff and students in the first term of 2020-2021.

COVID-19 has taught us that agility is important in successfully navigating the pandemic, as the situation is constantly changing. The protocol to be adopted by the Five Islands Campus for the academic year 2020/2021 encompasses the understanding that the reduction of the contagion effect of COVID-19 and protecting the safety and wellbeing of FIC's staff and students is paramount. The Academic year will therefore be rolled out in three phases.

Thank you to our returning students, who adapted with us last semester and throughout the summer and have taken note of the challenges encountered. We apologize for any inconvenience this may have caused to our students and their families but seek the support and understanding of all as we work to keep all members of our remain community safe.

- **Semester One: September - December** will consist entirely of remote learning and assessments. for all courses except for those programmes with clinical or specialised laboratory components.
- **Semester Two: January - May** will use an effective hybrid academic delivery model specific to the needs of the Five Islands Campus. All courses and programmes will be delivered using an appropriate blend of online/remote learning and face-to-face interactions between student and faculty.

Academic Affairs

The Five Islands Campus will maintain the delivery of high quality, high impact instruction as much as possible to minimize the disruption of student progress and simultaneously be able to build its hybrid and online/remote capacity to emphasise the quality in its production and delivery of course material. All programmes and courses will be delivered in accordance with the Quality Assurance processes of The UWI. This process will be collaborative and transparent in keeping with the regulations of The UWI.

The ability to a transition to a hybrid approach will be determined by the COVID-19-specific conditions of Antigua and Barbuda, the OECS and the region at that time. When it is safe to do so, Five Islands will pivot and continue to offer our students the options for remote, blended and/or in-person instruction, whichever approach will be in the best interest of the student, and the Campus.

Communication

Five Islands recognizes the need to provide ongoing information and guidance pertaining to its COVID-19 response efforts. We will use all available channels to keep our community informed and involved. These include: direct mail, social media, Whatsapp, The UWI FIC Website, Live Online Meetings. The communication vehicles will provide students, faculty, and staff with COVID-19-related information prior to and during Semester I, in the first instance, and will continue to be developed for Semester II.

Health and Safety Protocols

The health and wellness protocol for Five Islands has been developed in accordance with those mandated by the Ministry of Health, Wellness, and the Environment, the recommendations of The UWI COVID-19 Taskforce, the Five Islands Campus COVID-19 Working Group, and the public health directives of the Government of Antigua and Barbuda. The prevention and control measures to be adopted include hand hygiene, (sanitation), respiratory etiquette, physical distancing and the cleaning and disinfection of frequently visited areas and touched surfaces.



Health and Safety On Campus

Health and wellness protocols are currently in place on the campus. We seek the full cooperation of all members of staff, students and visitors to the Five Islands Campus. As the campus opens further to accommodate more physical interactions between students and staff in January 2021, the following protocols will be enhanced and reinforced:

- Temperature checks of all students, staff and visitors to the campus will be done by trained security personnel upon entry on the campus and in administrative offices.
- The installation of signage to remind all persons on the Campus to maintain physical distance, wash and sanitize hands upon entering campus and buildings, and the mandatory face mask/covering wearing policy.
- The mandatory wearing of face masks/coverings while on the Campus for all students staff and visitors, in the presence of others and in public settings where social distancing measures are difficult to maintain.
- The installation of hand-washing stations in strategic locations across the Campus.
- The installation of hand sanitizers at the entrances of ALL classrooms and offices, and in communal spaces across the Campus.
- The reconfiguration of classrooms, administrative offices, and public spaces in-keeping with social distancing rules.
- The continued engagement with the Ministry of Health, Wellness and the Environment regarding the establishment of a *Campus Health Room* supported by trained EMT personnel on the Campus.
- The continued and targeted communication campaign with students and staff of the Campus on their personal responsibility in the prevention and control of COVID-19. These will include topics on, preventing the spread of the contagion, maintaining a healthy lifestyle, managing mental health during the pandemic, and understanding self-quarantine.

Preparing for Remote Learning

We recognise that all students do not share identical circumstances. This may affect many elements required to maintain learning remotely. The suggestions presented are best practices.

Technology and Tools

Internet access is paramount to maintaining your learning activity. Please assess your current ability to have and maintain access for the duration of the semester. We encourage you to let us in the office of administration know your situation soonest so that together we may find solutions. Classes will be delivered via Zoom, Moodle and other approved remote learning platforms.

Your Environment

Concentration and participation are required in the online environment as in the face-to-face environment. Consider these suggestions for maintaining an environment conducive to your learning.

- Find a comfortable space where you can limit distractions
- Use a desk/table and chair instead of a bed
- Make sure required materials, texts etc are close at hand
- Remove distractions. This includes the phone, background noise, etc.
- Ask family and friends to respect your class times to minimize interruptions.
- Between classes, take breaks and stay hydrated

Important Dates:

August 28- 3.00 p.m.
Continuing Student Registration

September 03 - 9.30 a.m.
New Student Registration

September 7, 2020
Semester One Instruction Begins

September 25, 2020
Matriculation Ceremony

November 27, 2020
Semester One Instruction Ends

November 30 - December 04
Review/Study Week

December 07, 2020
Examinations Begin

December 22, 2020
Semester One Ends

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Preparing for Remote Learning (Cont'd)

Be Prepared

Once you receive your course outline, focus on managing your time.

- Create a schedule and actively engage with your academic faculty office hours
- Dress comfortably and appropriately. You may be home or elsewhere but you are still "in class".
- Log in to the remote learning platform at least five minutes before the start time.
- Be prepared to keep your camera on during synchronous learning sessions.

Stay Engaged

- Be prepared to take notes
- Create virtual study groups with your peers to maintain academic and social connectivity
- Maintain communication with your professors
- Refrain from social media during class sessions.

Expectations for Student Participation in Online Classes:

Students are expected to behave online as they would for in person classes. In addition to dressing appropriately, refraining from inappropriate gestures, and limiting background and other interference. Students should keep in mind the following to maintain a respectful learning environment to protect student privacy: It is a violation to:

- Reproduce class sessions via screenshots, video, recordings or pictures
- Disclose or circulate link or URL for class sessions
- Invite or permit anyone not enrolled in a class to attend a virtual class session.

Studying and working on assignments remotely:

- Time management is key. Try different strategies to see what works best for you
- Schedule time throughout the week to work on your assignments and readings
- Because of the increased time spent on a computer, consider taking notes by hand to give your eyes a rest
- Don't forget to get up and move around to keep your circulation flowing

NB: Registration Guidelines To Follow in Subsequent Communication