

[Notice] A Guideline of Class Operation for the Second Semester of 2020

1. Basic Policy

- a. Three options for the class operation to keep the learning environment safe for the professors as well as students
- b. Allow offline classes by limiting the number of students to ensure safety
- c. Support the activation of online education and the maximization of its effectiveness

2. The Method of Class Operation (categorized based on students' attendance in class)

- a. Online (if more than 40 undergraduate students)
 - Take the online class without attending classroom
- b. Hybrid of Online and Offline (if under 40 undergraduate students)
 - Professors: classes will be held in the classroom, provide stored lectures, or streaming lectures in real-time
 - Students: Students will choose whether they want to attend the classrooms or not
- c. Offline:
 - Students will attend the classroom or laboratory for their lecture
 - All of the students are required to attend (experiments, hands-on activities, graduate lectures, and etc.)

	Online	Hybrid(Online+Offline)	Offline
Location of Professors	Classrooms, Office, or Home, etc	Classrooms	Classrooms
Location of Students	Home or cafeteria, etc	Optional - Classrooms or Home, etc	Classrooms
Lecture Storage	Stored	Stored	non-stored (but stored preferred)
Number of Students	More than 40	Under 40	Depending on the lecture operation method (experiments, hands-on activities, graduate lectures, and etc.)
Type of Operation Method	- Stored lectures - real-time streaming	-offline+Stored lectures -Offline+real-time streaming	Attending classrooms

※ The guideline above is recommendation. Professors will have an option to choose the how to operate the classes.

3. Important Reminder for the second semester of 2020

- a. Course Registration

- 1) Professors will choose the method of class operation (by August 7 (Fri))
 - 2) Students will select the classes considering the method of lecture operation
 - ※ After the course registration, the method of class operation can be changed after consultation between instructors and students, if necessary.
 - b. Provide preview of lecture (planned)
 - Before the course registration, professors will provide preview of the lectures
 - Students will choose the courses after watching the previews
 - c. Enhance the quality of online lecture
 - Strengthen monitoring by having an 'online rapid response' team
 - d. Evaluation
 - Same as the first semester of 2020
 - e. Test
 - Offline exams are mandatory (students who are absent due to the COVID-19
 - in case of unavoidable circumstances, such as staying abroad – will have assignment as replacement)
 - details will be noticed later
4. Important Information for Students
- a. Course Registration Period : August 13 (Thu) ~ August 21 (Fri)
 - b. Safety Rules must be highly obeyed
 - 1) Wearing the mask when attending the classrooms
 - 2) Students with any COVID 19-related symptoms such as fever must not come the campus and are required to report to the professor(s) in advance.
5. Other information
- a. Some of the on-campus cafeteria will open
 - b. Plan to sanitize classroom continuously
 - c. Plan to improve facilities for online lectures
 - d. Detailed guidelines and information (method of class operation, preview of lectures, and etc) will be updated soon at Kingo Portal and Student Notices
 - e. Students who want to check in the dormitory for the second semester of 2020: please check the notice at Dormitory Website (<https://dorm.skku.edu/>)