Teacher Readiness Flowchart

Do my personal circumstances prevent me from being able to teach from home?
(e.g. health, childcare, other limitations due to emergency)

yes

To do:

☐ Communicate immediately with the college.

   • For Science, Medical Studies & Engineeing:
abourgeois@dawsoncollege.qcca or 514-931-8731 ext 1685

   • For Social Science & Business Technologies:
krochford@dawsoncollege.qcca or 514-931-8731 ext 1593

   • For Creative and Applied Arts:
tvitofsky@dawsoncollege.qcca or 514-931-8731 ext 5108

   • For Continuing Education:
avanasse@dawsoncollege.qcca or 514-931-8731 ext 1485

☐ Inform your coordinator so that planning for alternative solutions can begin.

no

Do you have the necessary equipment to begin teaching from home? (e.g. computer, internet, class notes)

yes

Has your department approved moving your course(s) or portions of course(s) online?

yes

You can begin!

☐ Find to-do list on following page.

no

Is there an official department position that your course/portions of a course cannot be moved online?

yes

To do:

☐ Communicate the position to the sector dean.

☐ Wait for response from dean.

no

To do:

☐ Make sure that your Department takes position on the issue.

☐ Once position is taken, communicate it to sector dean.

☐ Wait for response from dean.

no

Have you communicated your needs to the college (directly or via coordinator)?

yes

To do:

☐ If necessary, request a delay or alternate solution from sector dean.

☐ Wait for response from dean.

no

To do:

☐ Contact help desk immediately

   • 514-931-8731 ext. HELP
or Helpdesk@dawsoncollege.qcca

   • Describe your needs including anything you would like to purchase yourself.

☐ Copy your sector dean & coordinator

☐ If necessary, request a delay or alternate solution from sector dean.

☐ Wait for response from dean & help desk.

List of Things to do Once Your Classes Begin Online

- [ ] If necessary make modifications to course outline (that respect department and college policies)

- [ ] Communicate any changes to course outline to your students via MIO

- [ ] Communicate changes to the course outline to the College:
  - For Science, Medical Studies & Engineering:smseoutlines@dawsoncollege.qc.ca
  - For Social Science & Business Technologies:ssbtoutlines@dawsoncollege.qc.ca
  - For Creative and Applied Arts: caaaoutlines@dawsoncollege.qc.ca
  - For Independant Video Game Design: aec@dawsoncollege.qc.ca

- [ ] Have department discussion regarding assessment and whether it is possible to assign numerical grades.

- [ ] If the department takes the position that assigning a numerical grade is impossible, it should be communicated to the sector dean who will bring it to the Academic Dean for approval

- [ ] If using Zoom, make sure you know how to change settings so that your course cannot be interrupted by intruders (contact help desk for assistance or refer to College email of April 1st).

- [ ] Send your attendance numbers to attendance@dawsoncollege.qc.ca