



STUDENT GUIDELINES FOR ACADEMICS Spring 2021

This manual is designed to provide you with the information you need to successfully navigate academics in the Spring 2021 environment. During this semester, we are operating on a plan called FisherFlex. This plan will incorporate a variety of instructional delivery modalities. Some classes will have an in-person component either blended or fully face-to-face with small class sizes where social distancing can be achieved. The remainder will be delivered through remote learning, most with a live collaborate session or two each week.

Some students have opted to take all their classes online this semester, but most will have between one and three in-person classes on campus. It is important that you carefully read your schedule to understand where and when classes meet in person vs. Collaborate.

Please refer to the sample schedule below and the explanation of each which follows the chart – also please NOTE that you may have classes in a combination of 15-week and 8-week modules as indicated below:

Types of Course Schedules:

Fisher College offers courses in various types of course schedules, so when reviewing your courses and enrollment you need to look at each semester or term separately in myFisher. For the spring of 2021 you may have classes in more than one of the following three course schedule options:

1. Spring Semester 15-week course schedule – this semester runs from January 25 - May 7, 2021. This is your traditional Boston Campus based schedule although some classes are offered fully online and some students will take all their classes fully online.
2. GPS Accelerated 8-week course schedule for the January term runs from January 19 - March 13, 2021
3. GPS Accelerated 8-week course schedule for the March term runs from March 14 - May 8, 2021

The following example reflects courses that are listed in the traditional Spring 15-week term. Below the chart you will see some explanations. **Please note that the 8-week classes DO NOT have assigned collaborate times, which is why they do not show up on your schedule. You must log into Blackboard to see your 8-week classes and follow the professor's instructions.** The classes will be visible to you several days before the class begins. They may schedule periodic Collaborate sessions that you can attend live or review the recordings.

Mon	Tue	Wed	Thu	Fri
31	1	2	3	4
7	8	9	10	11
	9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)		12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)
14	15	16	17	18
2p Intro to Acting (OAS 2nd)	9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)		12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)
21	22	23	24	25
2p Intro to Acting (OAS 2nd)	9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)		12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)
28	29	30	1	2
2p Intro to Acting (OAS 2nd)	9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)		12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)
5	6	7	8	9
2p Intro to Acting (OAS 2nd)	9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)		12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)

You can select the Class Schedule option in myFisher to review all courses enrolled in the 15-week semester. Please note the following:

- Some classes will say (COLLAB) which indicates there is a live virtual session during that time
- Other classes will indicate a room, which tells you there is a face-to-face meeting. A **traditional** class meets twice per week in person.
- A **blended** class meets one day each week, in-person. There is also a robust online component to the course. In addition to meeting in-person, much of the course content is delivered through Fisher's online learning management system called Blackboard.
- Online classes without an assigned live virtual session will say (ONLINE) and be listed on Friday's at 12a. This means there are NO live scheduled virtual sessions for your class and it will be fully asynchronous, or your faculty member will work with you directly to set up in-person or virtual meetings
- In person class times may be staggered, so if you see a class that begins at 11:05 for example, instead of 11, this is not an error. These times have been staggered to avoid hallway crowding.

If you are enrolled in an 8-week class you can find it one of three ways.

- 1) You will find it by selecting the "register for classes" option and selecting the January 2021 or March 2021 terms. At the bottom of the screen you will see any classes you are registered for in that designated term, with the start and end dates.
- 2) Check your degree audit. All classes that are In Progress (IP) will be listed with the term/semester they are associated with.
- 3) All courses you are enrolled in, either in the 15-week or 8-week terms will be listed in Blackboard. Most often they will be visible several days in advance of the class start.

Stay Organized

To help keep you organized, create a schedule on your phone or a calendar to keep track of work due, collaborate video class sessions and other material to complete. Also, be sure to **check Fisher email**

every day to ensure you receive updates about the course. This is critical given the variety of course offerings and unusual scheduling for the semester.

Course Structure in Blackboard

All classes, regardless of modality will have the same design within Blackboard for consistency and ease of use. The primary sections are noted below:

Announcements: Instructors are asked to post at least 1 announcements a week to help students navigate what they should be covering and when materials should be submitted. Announcements posted will also appear in your Fisher email.

Syllabus and Course Information: Instructors will post a syllabus in this folder which details class requirements, grading, assignments and more. In addition, this folder will contain and general information or documents the faculty member wishes to share with the entire class. Please carefully review this section the first day of class.

Weekly Modules

This folder, contains two subfolders each week as noted below:

Class Instruction Folder: This is where instructors will upload PPTs, course notes, readings, video links and other Instructional Materials that students must cover for class each week. For Online and Blended classes, the materials in this folder will be greater than for in-person classes which will likely also have some resources available.

Homework: This is where instructors will link or list all the graded work that students must submit during the week. Some faculty will have course links so all you have to do is click into the assignment to complete the work. Some faculty will list the assignments and direct students to the Assignments Submission tab to complete the work.

Assignment Submissions: This is where faculty will upload all assignments that students must complete in the Assignment Submission tab to the left of your template. Each assignment will be set up as an assessment so students can submit on line, with clear instructions and a due date. When possible, please submit materials on Bb and not via email. Some faculty will have these course linked in the Homework folder and some will direct you to come to this tab.

Collaborate: Remote classes will typically have one or two required live (synchronous) sessions each week via Collaborate. These are noted on your course schedule and should be treated as though you are attending class. Attendance is mandatory. The only allowable exception is for a significant time zone conflict or illness. You must notify your faculty member in advance if this is the case.

Please note that Collaborate sessions will be recorded for the benefit of those with a legitimate reason for missing the live session (see above). Students who do not wish to be recorded may opt to not verbally participate in these session but must still attend. Notify your instructor if you do not wish to verbally participate in the session.

Discussion Board: This is an option for any instructors to use to encourage engagement.

Tests: Tests and quizzes will be posted in this tab. Instructors will provide all guidance for these activities when needed.

Textbook Access

Please purchase the required course materials. Although the library will be open and there is some access to loaner materials, the need to clean and quarantine between use will greatly reduce your ability to rely on these resources.

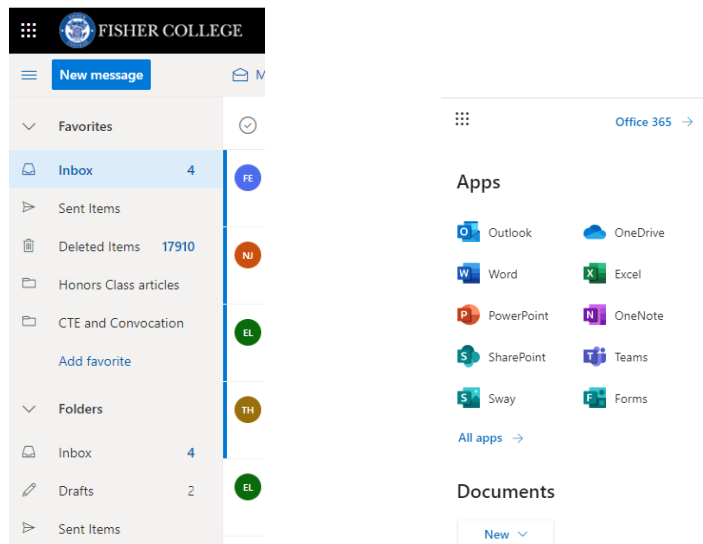
Blackboard Access and Questions

Reliable access to a computer and the internet is essential if you are taking fully online classes. However, the Blackboard Free App will allow you to complete some work via a smart phone. Link to the Bb app can be found later in this document. Some additional technology support can be found in Appendix A.

How to access Microsoft Office products on personal computer

Blackboard does not accept google docs or pages doc. You must convert these to Microsoft Word or a PDF file before submitting on Bb. All students have free access to the Microsoft suite of products; please refer to the attached instructions relative to accessing these products through your Fisher email account.

- Open Web email
- From waffle icon you will find access to all MS office products
- You can access these on your computers for free



Tutoring/Counseling/Office of Accessibility Services

These services will continue to be available to you through phone, email, or video services. Contact information for each of these services can be found on [fisher.edu](https://www.fisher.edu), under the Current Students section. <https://www.fisher.edu/current-students>

Attendance

Instructors will enter attendance in myFisher every week. Some details can be found below:

- The first step in success is showing up!
- Show up to every live or collaborate session, every day
- Attendance will impact your grade and could result in failure (based on faculty policy)
- If you discontinue attending classes, you will be withdrawn from the College

- For online classes, your attendance will be based on your attendance at collaborate sessions and your login weekly activity in each Blackboard class. Attendance will be noted on the day of the collaborate session(s) or on Friday's if there is no scheduled weekly collaborate session
- For classes that meet in person, attendance will be tracked by your actual class meetings

Study space on campus for Commuters

As a commuter you might need to a place to study or complete a collaborate session while on campus

- Available locations with computer access
 - Library balcony (118-2nd floor)
 - Library Computer lab (118-3rd floor)
 - Drop in Advising Center (Mall – building 104)
- Additional classrooms, when not in use will also be available to commuters for study space
- Signs will be posted in mall with room numbers, locations and availability
- All locations will be capacity limits noted and must be adhered to

In Person Classroom Requirements and Guidelines

The classroom experience will be different this year. Room capacity has been greatly reduced to allow for 6 feet of social distancing between desks. Following are some additional requirements to maintain a healthy environment:

- Do not rearrange chairs in classrooms, they must remain in place to maintain proper social distancing
- Follow signage and directions (i.e. stairways, occupancy of rooms)
- Use hand sanitizer often
- When entering classroom, grab a wipe and wipe down your chair and desk before sitting down
- Wear a face covering at all times, except when eating
- Do not attend large gatherings on or off campus – everyone in the community needs to protect ourselves and others
- You will be required to show your faculty member your “cleared” status in CoVerified (see below).

Online Classroom Requirements and Guidelines

To be successful in fully online classes you must commit to the following:

- Attend all collaborate sessions live when possible. Recordings are available if not possible.
- Treat collaborate sessions like a class. Find a quiet comfortable place to sit and connect.
- Have computer access with a camera and microphone. If you must use your phone, do so as a last resort.
- Do not walk around and conduct other business while you are in a collaborate class. You must treat it as though you are in class sitting in front of your instructor and your classmates.
- Check email every day. Review the online weekly modules and complete all the required readings and activities.

COVID Testing and Implications (please not these guidelines and requirements are subject to change based on CDC, or local/state health department directives)

Commuter students, faculty and staff are COVID tested at least every 12 days. Resident students, Athletes and Coaches will be tested once a week. Additionally everyone must complete a symptom tracker every day they come to campus using the CoVerified Ap. Some things to note regarding test results:

If you test positive:

Individuals who have either tested positive for COVID-19 or who are exhibiting symptoms of COVID-19 and have been told by a provider that they have, or probably have, COVID-19, even in the absence of a test should isolate at home until: 10 days since symptoms first appeared and 24 hours with no fever without the use of fever-reducing medications and other symptoms of COVID-19 are improving. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation. (Resident students will work with the housing office to address housing issues.)

If you are deemed to have been in “close contact” with someone who has tested positive (defined as coming within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset or, for asymptomatic patients, 2 days prior to test specimen collection until the time the patient is isolated) you will be required to follow the guidelines below:

- 7 days of strict quarantine: Release on Day 8 if: A test (either PCR or antigen) taken on Day 5 or later is negative; AND the individual has not experienced any symptoms up to that point; AND the individual conducts active monitoring through Day 14. Active symptom monitoring includes taking temperature once daily. If even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, contact the public health authority overseeing their quarantine, notify the College’s COVID-19 officer, and get tested.
- 10 days of strict quarantine: Release on Day 11 if: the individual has not experienced any symptoms up to that point; AND the individual conducts active monitoring, including daily temperature check, through Day 14. No test is necessary under this option. If even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, contact the public health authority overseeing their quarantine, notify the College’s COVID-19 officer, and get tested.
- 14 days of strict quarantine: Release on Day 15. This option must be followed if: the individual has experienced ANY symptoms during the quarantine period, even if they have a negative COVID-19 test; or if the individual is unable to conduct active monitoring, including a daily temperature check.

Academic Procedures if you are told to Isolate or Quarantine

- If you are told to isolate or quarantine, but feel fine, you may continue all your online classes without disruption
- For in person classes, notify your faculty member who will make arrangements to provide you with instructions for staying up to date in your courses during your isolation or quarantine
- If you are not well and cannot participate in classes and complete your work, and will miss more than one week, please contact healthservices@fisher.edu and they will assist you in providing proper documentation and communication to your faculty

Communication

You **MUST** use your Fisher email account for all communication. This is mandatory. If you do not remember your password, please see Appendix A for instructions on contacting the IS team to reset your password.

Your instructors will post announcements in Blackboard to help guide you with the work you need to cover and complete each week. Be sure you are checking both your Fisher email and Blackboard many times a day to ensure you are keeping up with your course material.

Blackboard Free App Available on Apple or Google stores. Look for the pencil logo

<https://apps.apple.com/us/app/blackboard/id950424861>

https://play.google.com/store/apps/details?id=com.blackboard.android.bbstudent&hl=en_US



Self-Help Links

Submit Assignments student:

https://www.youtube.com/watch?v=mE9fCKb4LHA&feature=emb_title

https://help.blackboard.com/Learn/Student/Assignments/Submit_Assignments

Test Overview Students:

<https://www.youtube.com/watch?v=qztOnai9GZM>

https://help.blackboard.com/Learn/Student/Tests_and_Surveys

How to use Discussion Boards students:

<https://www.youtube.com/watch?v=vNMO-4I7uBI>

<https://help.blackboard.com/Learn/Student/Interact/Discussions>

Collaborate tour students:

https://www.youtube.com/watch?v=1W4sGpVmJaY&feature=emb_title

Blackboard App Students:

https://www.youtube.com/watch?v=aKmnkX8X54E&feature=emb_title

https://help.blackboard.com/Blackboard_App

Blackboard Collaborate 24/7 Practice session:

<https://us.bbcollab.com/guest/c413112fda3f47caa3b6a7589aef54a6>

Appendix A

Office of Information Services

Contact Info

Office	118-41
Hours	Monday to Friday, 8am to 5pm
Helpdesk Phone	617-236-5464
Email	is-team@fisher.edu
Services	Email, Blackboard and MyFisher Password resets Connecting personal devices (Phones/laptops) to college WiFi Personal computer issues (Viruses, software, general help)

Web pages

College	https://www.fisher.edu
Email	https://outlook.com/owa/fisher.edu
MyFisher	https://myfisher.fisher.edu
Blackboard	https://fisher.blackboard.com/

Email on iPhone Open settings and scroll down to go to 'Mail' then Add account and choose Microsoft Exchange. Fill out your email, and email password then click next, then click save.

Email on Android Open settings, then Accounts and Sync, create a new account Choose Exchange or Active Sync or Corporate Sync (may also have another name) fill out username, email and then accept the security questions.

EMAIL password reset: Contact the IT department by email or phone. You must include your cell number so that we can call to confirm their identity.

Checklist

- **Office 365:** Now available through your college email account, log in to email and then click the Office 365 logo, in the top right corner will be a link to download and install Office 2016 to your personal computer. Will be active as long as you are an active student.
<https://outlook.com/owa/fisher.edu>
- **Kensington Security Lock:** Good idea to have so that you can secure your laptop, available at various stores.
- **USB Drives:** You should have at least 2 USB flash drives (minimum 4GB) to store your data, available at various stores.
- **Anti-Virus Software:** Needed on Windows computers, suggestions:
 - Microsoft Security Essentials (available at Microsoft.com, included by default on Windows 10)
 - AVG Free: <http://free.avg.com>

STAFF:

- Michael Cutillo, Helpdesk Manager and Systems Administrator
- Derrick Costa, Database & Network Administrator