# Remote Access Course Logistics

*The following are designed to ensure that the student and the instructor have the same understanding on how remote access will work. We encourage you to adjust them for your institution.*

**Tech Access:**

1. What will be the primary medium for remote access?

(*Technology Team at IHE*) will work with the instructor prior to and/or during the first class to make sure that the technology is set up. The student is expected to have a computer and Wi-Fi to participate in the course. They will set-up the technology they need to access the course prior to the first day of remote access.

**Course Materials:**

1. What course materials, non-technology, does the student need (lab materials, art supplies, calculator, etc.)?

­­­­­­­­­­­­­It is the student’s responsibility to gather these materials. (IHE) will not supply the materials, nor cover the cost of them. The student should have the materials on the day that they are needed in the course.

**Attendance:**

1. Will the student attend the class synchronously or asynchronously?

The student should follow the course attendance policy like their peers. For reference, please copy and paste your attendance policy here:

**Participation:**

1. How will the student participate in your course?
2. *If* the class has different formats (lab, recitation, studio experience, lecture), please specify what the participation policy is for those formats (required in-person, email questions ahead/after class, turn work in via (*LMS*), etc.)

To ensure that they follow your participation guidelines, please copy, and paste it here:

**Assessments:**

1. How will you assess the student, given their remote access?

The assessment format should be the same for all students. If you are going to offer an in-class assessment, please reach out to the DSO to discuss different possibilities for assessments. These conversations should happen at least one week before the scheduled assessment.

**Additional Accommodations:**

(*Student’s First and Last Name)* has the following additional reasonable accommodations (*Additional Accommodations)*, as noted by the accommodation letter you should have received. We encourage you to connect with the student privately to discuss how to implement these accommodations in your course. The DSO may be brought into the conversation if needed.

**Checking In:**

While not required, we strongly recommend that that the instructor and student check in privately a week after this modality has begun and again towards the end of the semester. The DSO may be contacted at any time to assist with any issues or concerns that arise.

\*Instructors should not deviate from the accommodations approved by the DSO without consultation from the DSO.