

## **COVID-19 Communication Update**

Update for Undergraduate and Graduate Students

March 19, 2020

From: Todd Jokl, Dean of RIT's College of Art and Design

### **Access to Labs and Studios**

**Access to Gannett and Booth Halls for College of Art and Design undergraduate students will end as of 5 p.m. (TOMORROW) Friday, March 20 and 5 p.m. next Friday March 27<sup>th</sup> for graduate students.** These steps are necessary out of an abundance of caution for everyone's health and safety. Understand that we are now strongly discouraging students from returning to our academic buildings to retrieve personal belongings but at the same time understand that some students are still on campus or in the area and have already made plans to return gear to the equipment cages.

This message is not a last call, but instead an assurance that your work, your materials, and any other belongings left behind will remain safe in our buildings for the duration of this crisis. Please know that you are under no obligation to retrieve anything from your studios, lockers, etc. The College of Art and Design will in the coming months be working to create a plan to facilitate the return and or retrieval of your belongings.

Please understand that the situation is in a state of constant flux, and that it is reasonable to expect that your access may be revoked at any time. With that in mind, we are moving quickly to curtail any work ongoing in the shops, studios, and labs within our building, and expediting the closure of our facilities for the duration of this crisis. **As of 5 p.m. on Friday March 20<sup>th</sup>, with no exception, all work will cease in our shops and studios.**

**Graduate students still needing to retrieve and or photograph EXISTING work will have access to facilities until Friday, March 27<sup>th</sup> at 5 p.m.**

### **Tech/Resources**

If you have not done so already, **please respond ASAP** to the Student Services email sent by Deb Kingsbury, assistant dean, asking if you have Internet access and a computing device to access MyCourses. We are working to collect this critical information as we plan for online instruction next week. **DO NOT worry about specific software at this time.** Our College's Tech Services Department, along with our faculty, are working on solutions.

The CADTech Services Department has a page set up with resources:

<https://confluence.cad.rit.edu/display/CIASKB/CADTech+COVID-19+Response>

On this resources page, toward the bottom, you will see a link as to how to get Adobe Creative Cloud on your personal computer. When you click on the link, you will first need to log in with your email address and password. You will then see the following screen with more information:

The screenshot shows a search bar at the top with the text "Search for answers" and a "Find Answers" button. Below the search bar is a "Back" link. The main heading is "Install Adobe products on a personal computer". Underneath the heading, it says "Updated 03/18/2020 12:11:15 PM by cwhits@rit.edu". There are several icons for actions: Favorite, PDF, Print, Email, Comment, and Copy To Clipboard. Below this is a "Summary" section with the text "Use your RIT work email to log in on the adobe website". The "Solution" section starts with a green note: "NOTE: Adobe is temporarily providing licenses for students until the end of the semester. Students may follow these instructions to download and install Adobe applications." Below the note, there is a paragraph: "Adobe no longer offers the opportunity to purchase an annual license for personal-use. Instead, all licensed users now have the ability to activate Adobe products on 2 machines using your RIT account. If you log into the Adobe Creative Cloud Desktop App (CCDA) using your RIT account, you will have the ability to install the applications on your personal device for work from home purposes." The "Download and Install CCDA" section has a list of steps: "Download the Creative Cloud desktop app", "Follow the on-screen instructions to complete your installation.", "Launch Creative Cloud Desktop App.", and "Enter your RIT computer account. It should be entered as username@rit.edu. E.g. ritchie@rit.edu".

## Academics

As we get ready to transition to new modes of learning next week, here are some things to keep in mind.

### Reading is key

Remember that you won't have all those non-verbal cues that you get in the physical classroom and neither will your instructor. Also, your instructor's role will be a guide or

resource for you

in exploring an area of knowledge. Almost all your information will come in the form of words. The teaching style used in online courses may be different from the traditional college model. Taking a class online means you won't be sitting quietly in the classroom; **participation is even more essential.**

### **Communication is key**

As always, effective communication is critical to success. It's even more important in the online environment because your instructor can't see your frown, or hear the question in your voice. **Be persistent and vocal when you don't understand something.** Your instructor wants to help - please write your question and send it along, express your confusion, your concern, and be direct!

You will save a lot of time, and both you and your instructor will know better what you intend.

Be sure and ask about anything and everything that has to do with course content, course procedure and evaluation.

### **Do's and Don'ts**

- Take time to review all the files available.
- Don't read material just once. Multiple reading, line-by-line reading are among the keys to understanding the content.
- Don't expect too much, too soon. Study and then re-study.
- Manage your time. You will find that your time management skills will be critical in an online class. Why? Because it's very easy to spend either far too little time, or far too much time on the class. Set designated blocks of time to work on the class. This will help you stay up with the assignments and with the interaction required in most online classes.
- Set priorities and pay close attention to what your instructor says about priorities.
- Try hard to solve problems independently before you ask for help.
- Don't give up. This will ease.

### **What you need to do**

1. **Participate.** In the online environment, it's not enough to show up! We need to hear your voice to feel your presence, and we especially need your comments add to the information, the shared learning, and the sense of community in each class.
2. **Be persistent.** Remember that we're all working in a fairly new environment. If you run into any difficulties, don't wait! Send a note immediately to the instructor of the course listed on the syllabus. Most problems are easily solved, but we have to hear from you before we can help.

3. **Share tips, helps, and questions.** There are no dumb questions, and even if you think your solution is obvious, please share it! Someone in the class will appreciate it.
4. **Think before you push the Send/Submit button.** Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.
5. **Be patient.** As much as your instructor will try to be prompt in answering questions, please do not expect instantaneous responses to your queries. Learn how to set break points in your study, so that you can return exactly to the point when your question is answered.  
Be patient with yourself as well; give the material a chance to soak in.
6. **Plagiarism**, cheating and other violations of ethical student behavior are serious actions in a learning community. Review the RIT Policy D08.0 Student Academic Integrity at <https://www.rit.edu/academicaffairs/policiesmanual/d080>.

### Being successful online means

- **Having an open minded** about sharing life, work, and educational experiences as part of the learning process
- **Being able to communicate**
- **Being self-motivated and self-disciplined**
- **Being willing to "speak up"** if problems arise
- **Being able to think ideas through** before responding
- **Being able to develop a consistent schedule**
- **Being able to complete assignments on time**
- **Being able to stay engaged**

### What to expect...

- **Course content:** A majority of the course content (revised syllabus, lesson materials, assignments, and evaluations) will be available from myCourses (<https://mycourses.rit.edu>).
- **Course lectures:** Expect lectures in your online class to expose you to a variety of learning styles, and take the time to make the most of each lecture, no matter how it's presented.
  - Instructors may create and send students a slideshow presentation to watch and read.
  - Instructors may videotape themselves presenting an oral lecture and then upload it so that students can view the video lecture at their convenience, at any time of day or night.

- Instructors may hold real-time video conferencing of lectures during the scheduled in-person class time
- **Final exams:** All final exams will be given online
- **Thesis defenses:** All thesis defenses will be given online

Today I was talking with a few students and faculty from Industrial Design, Animation, and Photography, and I was impressed by their resilience and readiness to embrace these next seven weeks of coursework. Above all, I saw the teamwork that exists between students and faculty that makes RIT so special. In the coming days, as we embrace on this adventure, please work with your faculty as active participants to translate the special classroom, lab, and studio-working relationships into our new alternative and exploratory modes. As students and faculty in the College of Art and Design, we are artists, technologists, and innovators who will continue to meet these challenges and solve problems that take us out of our comfort zone.

Yours in Creativity,

Todd Jokl