

[For Students] Guidelines for AY 2020 Fall Semester Classes (Version 2.0)

(2020.09.18 APU Division of Academic Affairs)

1. About these Guidelines

These guidelines include important information for students to know and rules that should be followed when starting AY 2020 fall semester classes.

Unlike the spring semester, in the fall some classes will be held in-person. In the fall semester we want to continue to prevent the spread of illness while ensuring that as many students as possible are able to study on campus, so it has been decided to hold only some classes in-person.

However, the coronavirus is still continuing to spread overseas, and we cannot predict how the situation in Japan may change going forward.

The university's first priority is ensuring the health and safety of our students, faculty and staff. If the number of cases continues to increase in Japan, all classes originally scheduled to be held [On-campus + Online(Zoom)] style may be moved online via Zoom, so please take care.

Measures carried out by the university alone are not enough to prevent the spread of illness on campus – all students, faculty, and staff must work together to be aware of the situation and continue to be aware of the Lifestyle Changes we must make to adapt to this new Corona Era. A university is a place where many people gather together, so you should consider not only your own risk but also the risk of passing illness on to others. We hope that you will read these guidelines carefully and keep them in mind when preparing to take fall semester classes.

2. How will Classes be held?

In the fall semester all classes will be either [On-campus + Online(Zoom)] or [Online(Zoom)] classes. You will be able to participate in either type of class via Zoom, so even if you are unable to return to Japan due to immigration restrictions you will still be able to attend your classes online from wherever you are.

The way classes will be held will be shown in the course timetable. Before registering for classes please be sure to check which classes will be held [On-campus + Online(Zoom)] and which will be held via [Online(Zoom)] only.

It has already been decided that all language education courses, APM required courses, and Study Skills and Academic Writing (SSAW) classes will be [Online (Zoom)] only.

(1) [On-campus + Online(Zoom)] Classes

- Instructors will hold class in the classroom. Students who wish to take class in-person can come to campus and take class in the classroom with the instructor. The class will also be held via Zoom at the same time, and some students will be attending the class via Zoom.
- When you register for the course, please choose either the In-Person or Online version of the course on Campusmate. If you select in-person, as a rule you will be expected to attend class in-person until the end of the course.
- If you choose in-person you will not be expected to bring a device such as a computer or tablet to class. However, some classes may request that you bring a device for certain activities, such as group work with students taking classes online. Please check the syllabus or listen to the announcements in the first class meeting for information on what equipment will be required, and follow your instructor's directions.
- If you choose Online(Zoom), please ensure you have a PC/other device and stable internet connection.

(2) Online Classes via Zoom

- The instructor will hold their class online from their office or other location.
- Please ensure you have a PC/other device and stable internet connection to participate in class.

3. Attending Class

(1) [On-campus + Online(Zoom)] Classes

The university will take the measures shown below to avoid the 3C's on campus and in classrooms. We also ask for student's cooperation, and to be aware of "I will protect myself from infection. I will not infect others."

① Always Wear a Mask

Please wear a mask not only in class, but also while traveling to school via public transportation such as buses, or while on campus. If you forget your mask you must go to the Co-Op or another shop yourself and purchase one before attending class.

② Sit in the Designated Seats

The number of seats in each classroom has been reduced to avoid the 3C's. Please only use designated seats when attending in-person classes. If it is not clear which seats are designated, please be sure to sit at least 1 meter away from other students.

③ Group Work

When participating in group work please wear a mask and sit at least 1 meter away from other students. In addition, if you are going to participate in group work with students who are attending the class via Zoom, you will need to bring your own device with a mic and earphones. Please follow your instructor's directions regarding what you should prepare.

④ Other

- Instructors will wear a mask or mouth guard while teaching.
- In classes which require a lot of talking you may be asked to wear a mouth guard to prevent droplet infection.
- Plastic sheets will be put up near the instructor's desk to prevent droplet infection.
- Windows and doors may be opened to ensure proper ventilation during class. We ask for your cooperation in opening and closing the doors/windows.
- Depending on the classroom setup, fans may be used to promote ventilation.

(2) Online Classes via Zoom

① Don't violate others' privacy or portrait rights

In online classes it is easy to record the class or images of instructors or other students, but making audio, video, or image recordings of others without permission and posting them on SNS is a violation of privacy and infringement of portrait rights.

② Don't use multiple devices

Only one device per student is permitted for online classes. Since there is a limit on the number of people who can connect at the same time, if many people log in via multiple devices (PC + smartphone, etc.) then this may exceed the limit and other students may not be able to enter the classroom. Please be sure to use only one device per person.

③ Zoom Display Name

Your Zoom display name is very important information for course instructors. Please do not use a nickname, and use the name associated with your Zoom account (full name in English letters). However, if your instructor asks you to change your name, please follow their instructions and do so.

④ Please Have Good Class Manners

Please conduct yourself appropriately to ensure that all students are able to participate in their online classes comfortably. Acting maliciously deprives other students of their right to an education.

In order to protect the rights of all students to study seriously, students who behave in a malicious manner may have their course registration cancelled or face disciplinary action.

[Examples of Class Manners]

- Please turn off your mic when you are not talking to reduce noise.
- Please try to maintain an “in class” mindset even when taking class from home (Ex: do not be too relaxed, have a good attitude, do not eat, etc.)
- When screen sharing, please do not scribble or doodle on the screen.
- Don't attend classes for which you have not registered.
- Don't use the chat function to write unrelated comments.
- Don't use virtual background or profile images which may make others feel uncomfortable.

※We recommend using APU-designated virtual backgrounds. In principle your profile picture should be a photo of you, but other photos may be used if they are socially and religiously appropriate.

4. Using Zoom

(1) Don't cause Problems

There have been reports of malicious parties entering Zoom meetings, both in Japan and overseas. Although APU has implemented all measures possible to ensure security, but it may not be possible to completely prevent this from happening. As an APU student it is very important that you do not allow such behavior to occur, and that you do not commit this behavior yourself. The Zoom security settings have been posted on the Zoom Online Class page of the Academic Office Homepage. Please be sure to check this information and follow the rules, especially if you are going to hold (host) a meeting.

(2) If your internet connection is unstable, etc. and you can't attend class

If you suddenly are unable to connect during class, please try entering the class again. If you still cannot re-enter the classroom, please contact your instructor via email when your internet connection is restored.

Please try the methods below to re-enter the room.

- Try changing your connection method (switch from a wireless to a wired LAN connection)
- Close any applications or software programs that are not being used for class
- Make sure you are entering the Meeting ID or Meeting Password correctly (If you enter the wrong password 5 times or more you will be locked out for 30 minutes)
- Restart your Device

5. Use of Open Classrooms

Students will be able to take online classes from designated open classrooms. For example, if you have an in-person class first period, a Zoom class 2nd period, and an in-person class 3rd period you can take the first and third classes in your classroom and use a designated open classroom in period 2 to take your Zoom class. The list of open classrooms has been made available on the [Academic Office Website](#) so please check it ahead of time.

Please be sure to sit in the designated seats in these classrooms. Also, other students may be taking their classes in the same room, so please refrain from chatting.

Please note - although we are improving the on-campus network, it may be difficult to connect if many users access the network at once.

6. Class Absences

(1) If you Feel Sick:

- If you feel sick please do not come to campus even if you have registered for in-person classes. Please attend the class online instead.
- If you are unable to attend your class online, your absence will be handled in the same way as a short-term absence due to cold, etc.
- If you have any of the following symptoms please fill out the [Condition Check Sheet](#) survey, then contact the APU Health Clinic by email (booking@apu.ac.jp) and follow their instructions.

Shortness of breath (difficulty breathing), extreme fatigue, or high fever

Symptoms of a mild cold such as fever or cough - for those with compromised immune systems (diabetes, heart failure, respiratory illnesses (COPD), on dialysis, using immunosuppressants or on cancer treatment, etc.)

Mild cold symptoms other than those listed above that last for a long period of time

If you are on campus and you feel sick please go to the Health Clinic immediately.

[Handling of Legally-Designated Infectious Diseases]

In the AY 2020 fall semester, those who contract the novel coronavirus or influenza will not be eligible for suspension of attendance requirements as it will be possible to take classes online.

If the novel coronavirus or influenza causes severe symptoms that make it impossible to take classes online, short-term absences will be handled in the same way as absences due to colds, etc. Long-term absences of 5 class days or more, or absences which result from hospitalization, will be eligible for Long-Term Absence application. Please see the site below for details.

●Class Absences

http://en.apu.ac.jp/academic/top/curriculum_17.html/?c=17

(2) If you are identified as a close contact:

If you are identified as a person who has come into close contact with a person who has contracted the novel coronavirus, please do not come to campus even if you have registered for in-person classes. Please attend class online instead.

7. Recording Classes

In principle Online + Zoom classes should be taken in real time, but students who meet certain requirements may be permitted to view recordings of selected classes for attendance if it is determined that viewing the recordings of those classes would have significant educational merit. You must apply in advance if you wish to attend class by viewing the class recordings.

For details, please check the webpage for [New and Current Students] Attending AY 2020 Fall Semester Classes via Recordings.

8. Final Exam Period (Quarter 1: 11/23 – 25; Quarter 2: 2/1 – 15)

- Final exams will not be held during the Final Exam period shown on the Academic Calendar. (However, final reports may be collected during this time.)
- Please check the course syllabus, as instructors may hold final exams during the last class meeting before the exam period. If you have any questions, please check with your course instructor.
- The original final exam week will instead be used for backup classes. If classes are unable to be held due to the impact of the novel coronavirus they will be rescheduled for this period, so please do not make plans for this week.
- Grade evaluation methods will not differ between students who take classes online and students who take classes in-person.