

April 2, 2020

To: Full-time faculty members in charge of Spring Semester classes

## **Guidelines for the Implementation of AY2020 Spring Semester Classes at SFC**

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To respond to the notice on “New Request Regarding Implementation of Classes for Spring Semester Courses in Light of COVID-19 (Coronavirus Disease)” released on April 1, 2020, we have made guidelines for conducting classes at SFC. We would appreciate that you conduct your classes, including Seminars, using creative and innovative approaches by referring to the below points.

The basic policy for the second-half of Spring Semester courses (from June 11 onward) will be decided upon at a later date, considering ongoing circumstances.

### 0. Premise

The Academic Affairs Office will notify students that classes will not be held on campus until June 10 by overwriting the syllabi you have prepared. Even if you prepared the syllabi assuming the classes will be conducted on campus, it is not necessary to revise them.

Please notify your students (or those who wish to register for your classes) of specific changes to each class through SFC-SFS or other measures and conduct classes online.

Until now, we have asked you to conduct classes online on the condition that students have their computers and secured network connections assuming that students will come to campus, connect their computers to CNS, or borrow computers at ITC. These conditions, however, are not met for at least the first-half of Spring Semester as, in principle, students are prohibited to enter the campus until June 10. Please keep in mind that there may be students who cannot participate in live classes until the end as a result of constraints of their network environments (e.g., students who are using tethering on their smartphones as home internet and cannot prepare a suitable network connection to take all of their registered courses online due to reasons such as reaching the download limit) when considering teaching measures.

If you were planning to hold examinations during your class hours or final examinations for the first-half of Spring Semester, please consider switching to alternate evaluation methods such as submitting a report. For this semester only, you can also hold exams during the semester-end exam period (July 23 to 31). By doing so, please make sure that students who are unable to take exams during this period will not face any disadvantage. If you plan to hold exams for your classes in the first-half of Spring Semester during the semester-end exam period, please contact the Academic Affairs Office beforehand.

Please note that there is a possibility that semester-end exams cannot be held on campus, depending on how the situation will unfold. We would appreciate your consideration for changing evaluation methods such as to submitting a report if that is the case. The submission deadline for grade slips for Spring Semester courses, including those for the first-half of semester courses, will be August 10.

#### 1. Online Classes (Live)

As we have informed you before, this is a method for conducting classes online using online training system or video conference system at the day and time indicated in the timetable. We would recommend using Webex Training, but you can also use other tools such as Zoom.

When conducting online classes, we kindly ask that you consider securing alternative teaching measures for students who cannot participate in the class in real time due to constraints of their network environments, such as preparing archived videos, slides or class notes. When recording your class on Webex Training and sharing it with your students, there are two methods available; you may specify a URL from which students can stream or download a recording file saved to the cloud. Please take into consideration the amount of data when uploading videos and set longer possible viewing periods. Use SFC-SFS when showing students slides or notes.

Please check the SFC Online Class Support Page (<https://scrapbox.io/sfc-online/>) for how to use Webex Training. The page will be updated as needed.

#### 2. Online Classes (On-demand)

Watching a lecture video prepared by the instructor is another method for students to attend a class online. Students can watch a video at any time during the period designated by the instructor. Please combine methods indicated below in an appropriate manner when preparing for a video lecture.

Please inform your students of the possible viewing or downloading period of teaching materials or the submission deadline of assignments, as it is necessary for you to finish evaluation by the deadline for submitting grade slips.

Please make sure that it requires 45 hours or more of academic work to earn one credit in accordance with the Standards for Establishment of Universities.

Also, please prepare tools (e.g., SFC-SFS, mail, chat) that enable you to communicate with students – for example, holding Q and A sessions -- to avoid classes being non-interactive.

※The Standards for Establishment of Universities states that one credit corresponds to 45 hours or more of academic work. This includes the time spent outside of class. An ordinary two-credit course corresponds to 90 hours of academic work, of which the time spent in class takes up 22.5 hours (90 minutes x 15 classes).

## 2.1. Video Streaming Distribution

This is a method in which lectures given by an instructor are recorded and then distributed.

SFC-SFS, however, does not provide enough storage space for many instructors to upload their videos online. It is thus recommended that you use cloud storage services when distributing your videos, such as Box<sup>※1</sup> or Google Drive<sup>※2</sup> (to which Keio University has licenses), or Dropbox<sup>※3</sup> (to which SFC ITC has a license). Another possible method is to make use of the recording function on tools that are used to give online lectures (Webex Training, Zoom, etc.) and share the video's URL with your students. Video streaming is an effective teaching method, but there may be students who find it difficult to view a 90-minute video lecture every week depending on their network environment. We ask that you take measures such as establishing longer possible viewing periods for your videos.

Course participants may find it convenient if a video is split into sections corresponding to lecture contents, and each video is thus made shorter.

Please note that Google services cannot be accessed from within China. If your class contains students who participate in lectures from within China, we ask that you avoid using Google Drive and other G Suite apps.

※1 About Box ([https://www.sfc.itc.keio.ac.jp/en/box\\_user\\_manual\\_about.html](https://www.sfc.itc.keio.ac.jp/en/box_user_manual_about.html))

※2 What is G Suite (formerly Google Apps) Drive?

([https://www.sfc.itc.keio.ac.jp/en/gmail\\_user\\_manual\\_basic\\_operation\\_drive.html](https://www.sfc.itc.keio.ac.jp/en/gmail_user_manual_basic_operation_drive.html))

※3 About SFC-CNS Dropbox service

([https://secure.itc.keio.ac.jp/c/a/sfc/en/computer\\_onlinestorage\\_dropbox\\_main.html](https://secure.itc.keio.ac.jp/c/a/sfc/en/computer_onlinestorage_dropbox_main.html))

## 2.2. Contents Distribution

This is a method to use when sharing your slides and lecture notes with your students.

Please use SFC-SFS to give your students access to slides and lecture notes. When sharing slides, we ask that you make sure the students understand them by pairing up with another method (video streaming, communicating via chat, etc.) or attaching explanatory documents.

### 2.3. Communicating via chat

To hold Q and A sessions and other communication with your students, we ask that you also consider using Slack, Webex Teams, and other text-based tools.

### 2.4. Assignments

Giving out more assignments than usual is another effective way to make your class more meaningful. If you choose to take this method, please make it a habit to provide feedback on assignments that were given out to encourage students' thorough understanding.

## 3. Makeup Classes

We are currently considering whether it is possible to hold makeup classes after the semester-end exam period (during summer break) in case there is an insufficiency in educational opportunities during the semester.

## Reference

- Announcement made by the Agency for Cultural Affairs on the handling of copyrighted materials in online classes  
“Regarding the smooth usage of copyrighted materials in school education using information and communication technology (ICT) following the measures to tackle COVID-19 (coronavirus disease) infections” (Japanese only)  
(<https://www.bunka.go.jp/seisaku/chosakuken/92080101.html>)
- Announcement made to students  
The following announcement was made to students on April 2.

With the outbreak of COVID-19 (coronavirus disease) infections worsening globally and it is expected that the situation continues to remain unpredictable even after April 30, all classes offered by the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance, including Physical Education, Language Communication, and Seminars, are to be conducted online for 6 weeks (until the end of first-half of the semester on June 10)\*. During this time, we will not

conduct any classes on campus, so there is no need for you to come to school.

\*All classes for the Spring Semester 2020 will, in principle, be conducted online (updated on April 28).

This also applies to classes that are indicated as “on campus” in the syllabus; there will be no on-campus classes until June 10. Faculty members in charge of classes will notify course participants of the course contents and teaching methods up until June 10 via SFC-SFS, etc.

- SFC Online Class Support Page (<https://scrapbox.io/sfc-online/>)
- Media Center E-Journals and E-Books (<http://libguides.lib.keio.ac.jp/e-resource>)  
(Japanese only)

#### Inquiry

Please make an inquiry regarding this document via Google Form

(<https://forms.gle/hR4aLniiyChVnK8i7>).

As the Academic Affairs Office is currently inundated with administrative tasks, please use the above Google Form instead of mailing lists when making an inquiry.