



March 16, 2020

Dear AIMS Students,

The rapidly evolving circumstances due to coronavirus (COVID-19) require strong measures to ensure the safety of our school community and the continuity of education for all of our students. The U.S. Department of Education and NJ Department of Education have issued detailed guidance that will permit institutes of higher education to offer distance learning options to current students.

The AIMS Education leadership team has determined that the best way to keep our students and faculty safe is to move all current classes online. Classes will be cancelled on Tuesday, March 17, 2020 to allow faculty and staff to prepare for online instruction. All classes will then resume on Wednesday, March 18th in an online setting. Classes will be taught online indefinitely. The AIMS leadership team will evaluate the ongoing situation every two weeks to determine when face-to-face instruction will resume.

Please review the plan for online instruction below. Instructors and school administrators will be available to provide additional support and assistance.

Academic Schedule and Instruction

- All classes are cancelled on Tuesday, March 17, 2020. Students are required to set up an account and ensure they can access their Google Classroom.
- Effective March 18th, all current classes will resume in an online setting. Online instruction will continue indefinitely.
- The AIMS leadership team will evaluate the ongoing situation every two weeks to determine if face-to-face instruction can resume or if online classes will need to be continued.
- Due to the clock-hour format of our programs, students will be required to “attend” the online classes for the duration of the scheduled hours each day. A roll call will take place at the start of each class, and students are expected to demonstrate regular participation throughout the scheduled hours (e.g. participating in discussions, completing assignments, responding to emails, participating in video conference calls, etc.).
- Day classes will be offered online, Monday-Thursday, 9 a.m. to 2 p.m.
- Evening classes will be offered online, Monday-Thursday, 5:30 p.m. to 9:30 p.m.
- Weekend classes will be offered online, Saturday, 9 a.m. to 2 p.m.
- Program schedules may have to be adjusted in order to make up for missed class time. This includes, but is not limited to, the possibility of cancelling the summer break (June 29th to July 4th) and offering instruction on those days.

Procedure for Online Instruction

- Google Classroom will be the primary platform for the online classes. Faculty and students are free to use any other technology or tools that may enhance the online instruction (e.g. email, chat, video, etc.).
- Students must be logged in to Google Classroom for the duration of class each day. Students are expected to engage in substantive communication with their instructor and classmates on a regular basis during scheduled classroom hours.
- Through assignments, discussion, and regular interaction, instructors will ensure that students are academically engaged during scheduled class hours.



- **Attendance:** A roll call will take place in Google Classroom within the first 15 minutes of class. Attendance each day will be based on the roll call at the beginning of class and each student's daily participation. Faculty will use a standard attendance sheet to record the hours that students attend class.
- **Coursework:** Theory coursework may be completed entirely via online instruction, including all exams. Lab/practical coursework may only be completed via online instruction for certain programs and/or courses. Faculty will have the final decision whether to use recorded and/or live video demonstrations. If the completion of a course requires a face-to-face lab, faculty will have the flexibility to proceed to the next course prior to completing the current course. Any incomplete lab/practical coursework will be completed on campus when face-to-face instruction resumes.
- **Course Materials:** Faculty may share instructional materials, video tutorials, PowerPoint presentations, quizzes, and/or assignments via Google Classroom.
- **Clinical Hours:** The clinical hours for certain courses may be offered via video conferencing or live streaming. Faculty will perform live simulations and/or demonstrations using lab equipment, training phantoms, or manikins.
- Students who are not comfortable with online instruction, or have COVID-19 related concerns or limitations, will be permitted to take an approved leave of absence. Students must contact the school administration if they want to apply for a leave of absence.
- All administrative offices will remain open on the AIMS campus. This is subject to change based on the developing situation.

Technology Used for Online Instruction

- Instructors will be utilizing Google Classroom as a learning management system (LMS) to conduct the online classes. Students will be able to participate in the online classes by accessing Google Classroom, along with other Google tools (e.g. Google Hangouts).
- Along with Google Classroom, the following online resources may be used in certain classes: Evolve from Elsevier, Connect from McGraw-Hill, Cengage, and the Library & Information Resources Network (LIRN).
- Students will be required to have a computer, tablet, or smart phone, and a reliable internet connection in order to participate in the online classes. Speakers and a microphone, or a telephone, will also be required to participate in live sessions using Google Hangouts.
- Instructors and school administrators will be available to assist students with technology related issues.

Please contact your instructor or a school administrator immediately if you have difficulty accessing your Google Classroom, or if you do not believe you will be able to participate in online classes.

Due to the ever changing nature of this situation, all plans are subject to change at any time. We appreciate your support and cooperation during this challenging time. Stay healthy and safe!

Sincerely,

Swati Patel
Director of Education