



SOUTHERN UNIVERSITY LAW CENTER

Post Office Box 9294

Baton Rouge, Louisiana 70813-9294

Shawn D. Vance
Vice Chancellor for Academic Affairs

PHONE: (225) 771-2552
E-MAIL: svance@sulc.edu

March 16, 2020

SULC's Temporary Transition to Virtual Classes Due to COVID-19

To All SULC Students and Faculty,

As a result of COVID-19 and the societal ramifications deriving from the virus, Southern University Law Center will be temporarily transitioning to a virtual class format. The course content will not be altered as a result of our transition to a virtual environment. All courses will continue to cover the same skills and/or doctrinal information as identified to students at the beginning of the academic semester. As such, all federal, state, and local provisions of law are applicable to the virtual courses. Moreover, the virtual courses will satisfy the standards of SULC's accrediting agencies and the Code of Student Conduct will apply to the activities of students during virtual classes.

While the format of the courses will be changed to a virtual format, all other aspects of the law school environment will remain in effect. Students are expected to prepare for, attend, and participate in class. Likewise, professors are expected to engage in adequate preparation for class and to adjust their delivery of the material in light of the change to a virtual environment.

The primary virtual environment that will be utilized by SULC is Zoom; however, a few alternative applications may be used by professors on a case-by-case basis. The hardware/software needed to properly participate in the virtual classes include: a) PC/Laptop/Smartphone; b) a microphone; c) a speaker; d) a webcam (preferred but not required); and e) a broadband network. Anyone lacking the requirements listed above should contact SULC by emailing equipmentneeds@sulc.edu.

All courses will be conducted pursuant to the course schedule. Professors will serve as the organizer/host of their class. Access to the relevant login credentials will be provided to the professors. In order for students to access the courses, a website/webpage is being created to allow students to click on a link to access each of their classes.

In order to ensure a conducive learning environment in the virtual classrooms, SULC has developed a set of rules for virtual class. Faculty and students are required to adhere to these rules. The rules for virtual classes are listed below.

Specific Rules for Virtual Classes

- I. Classes will be initiated by the professor as the organizer/host and students should access the class timely.
- II. Student attendance will be tracked for virtual classes.
- III. Virtual classes will be recorded and made available on the Panopto platform.
- IV. Professors are required to end classes pursuant to the course schedule and are not permitted to extend class time beyond the time listed on the published course schedule.
- V. Appropriate attire should be worn – by both professors and students – during class.
- VI. Background noise should be eliminated by having students use the mute function.
- VII. Virtual class participants should be aware that others can see you and your immediate surroundings on Zoom. As such, computers/mobile devices used to access Zoom should be placed in a location that minimizes distractions (try to have a plain wall as a background).
- VIII. Each professor will indicate which function the students can use to ask questions – whether that is the “raised hand” function, the comment function, or both.
- IX. Any issues with access and/or use of the virtual class should be reported to accesstovirtualclass@sulc.edu.

Some of our skills courses may require in-person participation in class. These courses include, Legal Writing, Advanced Legal Writing, Legal Research, and Trial Advocacy. Every possible adjustment will be made to accommodate students who cannot participate in class in-person. Professors will also conduct office hours, host conferences, and/or answer student questions using online software/programs managed completely by the professor.

We will continue to provide a conducive learning environment for law school classes. While we are facing unusual and extraordinary circumstances, we will work together, educate our students, and assess their performance as would normally be done.

Thanks,



Shawn D. Vance

Vice Chancellor for Academic Affairs