

OFFICE OF THE DEAN

Dear USC Roski School Students,

This past week Provost Zukoski issued an email announcing USC's campus-wide test plan to move all in-person lecture and seminar classes online from Wednesday, March 11 to Friday, March 13. As news reaches everyone, I know there may be many questions and concerns. **Currently there are NO cases of COVID-19 reported at USC.** The state of California and Los Angeles County have declared states of emergency, though we are mindful that there is no immediate threat to the general public. It is important that you know that the 3-day period is being used to test our technical capabilities in the event we need to teach our courses remotely.

Roski classes. All of our in-person classes will be taught online March 11 – 13. The online modality will replace in-person classes for those three days. For our art and design classes that are studio-driven, the test run will allow us to explore creative solutions as we ask instructors to consider how to deliver a high level of art instruction remotely. Please work with your instructors if special technical accommodations may be needed. Below you will find instructions for using Zoom and Blackboard. Please download and familiarize yourself with these programs prior to Wednesday

We know you will likely have some questions now and during the Online Test Run and I want you to know that both faculty and staff are available throughout this process. Please feel free to reach out to your instructors, advisors, or anyone on staff.

Campus access during the Test Run (March 11 – 13). During this testing period, our campus will be fully functional. Student residential colleges, dining halls, offices, libraries, health centers, and recreation and athletics facilities will remain open, and most events are scheduled to take place as planned. The Roski offices and labs will remain open, although hours may vary, see schedule below for details. If you have any questions about individual classes, please contact your instructor directly. The faculty and staff are available to answer questions during this testing phase.

The test will not affect the two graduate events on Thursday at the Graduate Building in the Arts District (our graduate thesis exhibition opening and graduate thesis workshop).

The safety and well-being of our community is our utmost priority. By embracing the technologies and developing creative teaching techniques, we can better serve our community. I am aware that there may be challenges, but through this process, I look forward to seeing how the university, faculty, students, and staff make this world-class institution more responsive in the 21st century.

In the coming days, I very much want to hear from you regarding your experiences throughout this process, and therefore have created a special form for you to share your thoughts by clicking <https://roski.wufoo.com/forms/m196e2ad04rv6x9/>. Together, we can take this opportunity to create a more exciting school.

As a small school, we are a close group of creatively minded individuals. This test run will give us all a chance to explore that creativity. I'm proud of our Roski community and look forward to this learning experience.

Sincerely,

Haven Lin-Kirk, Dean
USC Roski School of Art and Design

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Required (and free) Technology for Remote Classes

Instructors will be emailing their students with an invitation to join the class remotely. Instructions will be included in the email. Techs will be on hand next week in preparation for the remote classes.

Instructions for using Blackboard and Zoom:

Blackboard: <https://blackboardhelp.usc.edu/>. Most of you are likely familiar with Blackboard. We are asking instructors to explore this and Zoom as a teaching platform.

Zoom is a videoconference and audioconference software that, in conjunction with Blackboard, enables communication across many mobile devices, desktop computers and video-enabled classrooms. For example, it is possible for a faculty member to host a class discussion using only a cell phone equipped with a camera. For guidance, please see: <https://itservices.usc.edu/zoom/>. You should also download Zoom to your cell phone for use, if necessary.

Schedule

- Monday, March 9 through Tuesday, March 10
Normal classroom activities and labs open
- Wednesday, March 11 through Friday, March 13
Online Test Run – all Roski courses will be held online
All labs open and staffed during regular hours
- Monday, March 16 through Friday, March 20
Spring Recess
USC Roski offices open 8:30am – 5pm
For Lab hours during spring break; check the Roski COVID page for updates: <https://roski.usc.edu>
- Monday, March 23
Classes scheduled to resume in person; monitor emails for any updates

Resources

USC's official page on COVID-19, <https://sites.usc.edu/coronavirus/> has all the latest messages and status updates. Check it frequently. For questions, please use the COVID-19 hotline: 213-740-6291 or email: studenthealth@usc.edu.

USC Roski will also have FAQs available via our website. If you are experiencing flu-like symptoms and have concerns about your health please call USC Student Health for medical care, 213-740-9355 (WELL). Counseling is available at the same number, for students experiencing increased anxiety or stress related to COVID-19

Hygiene practices: Please remember to take care of yourself and use common sense hygiene practices. Please stay home if you are sick, wash your hands frequently with soap and water for at least 20 seconds, cover your cough with your elbow or sleeve, and avoid touching your nose and mouth.

Travel recommendations: We strongly advise against international travel for students and employees over the spring recess. USC Chief Health Officer Sarah Van Orman provided details in her [March 4 memo](#).