

GUIDELINES FOR 2022 SUMMER CLASSES

OFFICE OF ACADEMIC AFFAIRS (02-2123-2094)

1 IMPORTANT ACADEMIC SCHEDULE

SCHEDULE	DATES	COMMENTS
3 CREDIT COURSE	JUNE 27 ~ 18, 2022	5 DAYS/WEEK, 3 CLASS HOURS/DAY
2 CREDIT COURSE	JUNE 27 ~ 18, 2022	5 DAYS/WEEK, 2 CLASS HOURS/DAY
1 ST COURSE REGISTRATION	MAY 23 ~ 24, 2022	
2 ND COURSE REGISTRATION	JUNE 7 ~ 8, 2022	
1 ST TUITION PAYMENT	JUNE 13 ~ 14, 2022	
2 ND TUITION PAYMENT	JUNE 17, 2022	
MIDTERM EXAMINATION	JULY 6, 2022	
FINAL EXAMINATION	JULY 15 ~ 18, 2022	
COURSE EVALUATION	JULY 18 ~ 22, 2022	
GRADES REPORT BY PROFESSORS	JULY 18 ~ 20, 2022	
GRADES CHECK AND CORRECTION	JULY 21 ~ 22, 2022	
GRADES UPLOAD	JULY 26, 2022	

2 COURSE OPERATION

Course Opening

- 1) Based on the results of the survey
- 2) Avoid opening a new course and one-time course
- 3) A substitute professor must be secured in case the professor is unable to continue the remaining classes for unavoidable reasons.
- 4) Cancellation for winter/summer classes
 - if the students are 20 or less after the 1st course registration, the course will be canceled.
 - if the students are 20 or less after the 2nd course registration, the course will be canceled.
 - if there are no enrolled students after tuition payment period or course cancellation period, the course will be canceled.

Course Operation

1) Face-to-face course instruction

- Face-to-face classes will be conducted as social distancing is gradually lifted and daily recovery measures are in progress in accordance with the government's guideline.
- Separate operation of videos and face-to-face classes by day of the week is not permitted. (e.g. Mon, Wed – video / Tue, Thu, Fri – face-to-face)
- Experiment and practice courses must be conducted face-to-face basis.
- In the indoor space, both professors and students must wear masks during whole class. If the quarantine guideline of authorities change, additional information will be announced.

2) Blended course instruction

- Please upload video contents in advance in order for students to watch them before class hours.
- Please conduct face-to-face classes so that students can interact with the

contents of the video lectures.

- Please provide the video at least two days for students to watch them after class ends.
- The classes providing course materials to students for their own study, not accompanying lectures, interaction and feedback will not be approved.

3 COURSE SYLLABUS

All distance learning are conducted in the LearnUs(<https://open.yonsei.ac.kr>) starting from spring 2021 semester.

Syllabus Upload

- 1) Course Syllabus Upload Period: 09:00, May 11 ~ 23:59, May 16, 2022
- 2) How to upload course syllabus: Yonsei Portal → Login → Academic Information System → Academic Management System → Course → Course Catalogue → Syllabus → Select a Course → Search → Click on the Course Title → Register and save the Syllabus
- 3) Syllabus can be viewed by everyone. Please include information for reference in the course registration. Additional information can be announced on the LearnUs bulletin board.
- 4) Please make sure all course information such as class time, classroom, language and other comments is correctly reflected in the Yonsei Portal.
- 5) If corrections are needed in the Yonsei Portal, please let your department or affiliated college contact the Office of Academic Affairs. However, it is not allowed to change course instruction method. As all information in the Yonsei portal is now open to students as of May 9th, please minimize changes in the course information.

LearnUs Info.

- 1) Real-time Zoom classes are not available.
- 2) However, uploading of video contents is possible in LearnUs.
 - Yonsei Portal Email change inquiries: 2123-4972
 - Inquiries about using the electronic classroom: 2123-4000
 - Inquiries about rental of class equipment(microphone, tripod, etc.): 2123-4155
 - LearnUs Call Center: 2123-4201~5
 - LearnUs Manual: <https://www.learnus.org/local/ubmanual/>

Course Materials

- 1) Protocol for registering a video lecture per class hour: For a 2 hours class, please upload 2 respective video lectures. One lecture will count only as 1-hour class regardless of its running time.
- 2) Course materials including video must be uploaded prior to class time. Please announce the detailed information on the LearnUs bulletin board.

4 ATTENDANCE CHECK

15 class hours per one credit course(more than 30 hours per credit for classes with laboratory, practice or studio requirements) must be observed. Also, roll book and grade assessment materials must be preserved in accordance with the Ministry of Education record-keeping guidelines.

Observance of Class hours

- 1) Absence of classes is not permitted, but if inevitable class cancellation happens, please arrange makeup class.
- 2) Makeup classes must be conducted during the winter classes.
- 3) Failure to complete required hours of class time per credit may result in measures such as deduction of lecture hours, returning of overtime lecture fee, and deduction of points in faculty evaluations, etc.

Record-keeping

- 1) Roll book must be preserved for 3 years while all grades assessment materials

**for documents
related to
attendance and
grades**

such as midterm exam, final term exam, answer sheet, report, quiz, and other proof should be preserved for 10 years.

- 2) However, if all final attendance records are submitted into YSROLLBOOK or if grade assessment materials is registered through LearnUs, it is not required to save them separately.
- 3) Please register attendance records of each class on the Electronic Attendance System (YSROLLBOOK). In particular, the attendance confirmation in LearnUs video class is not synchronized to the electronic attendance system, so make sure to check attendance manually after every video class watching period is over.
 - Electronic Attendance System Manual: https://www.learnus.org/guide/manual_attend1.php

**COVID-19
Attendance**

- 1) It is subject to change when the quarantine guideline is officially modified.
- 2) When a student has respiratory symptoms or is confirmed with COVID-19,
 - student can take part in face-to-face course if the rapid antigen test result is negative.
 - one day attendance is recognized upon submission of proof of examination.
 - professor must guide the substitute course (online classes, assignments, self-study, etc.) for those absent students due to COVID-19.
 - If the diagnosis is confirmed as a result of the rapid anrigen test, attendance will be accepted only when the quarantine notice from the public health center is submitted.
- 3) When a professor has respiratory symptoms or is confirmed with COVID-19,
 - professor can proceed with face-to-face classes after the rapid antigen test is negative.
 - Temporary real-time classes may be conducted if the professor is in good health.
 - The department or affiliated college should notify professor' health condition immediately to the Office of Academic Affairs and inform enrolled students of substitute classes. Please find a substitute professor when professor cannot return in two days.
 - The building and classroom must be quarantined by the department/college, and if necessary, they can ask the general affairs team.

**Registering
Makeups for
Canceled classes**

- 1) **Full-time Faculty**
 - ① Log in (<https://ysrollbook.yonsei.ac.kr>)
 - ② Click [Class cancellation/makeup class] menu and complete plan
 - ③ Create an approval document
 - For a class cancellation/makeup class: professor must submit makeup class plan.
 - ④ Select an approval sequence on the Groupware document in accordance with the document type.
- 2) **Lecturer, Visiting or Adjunct Professor**
 - ① Log in (<https://ysrollbook.yonsei.ac.kr>)
 - ② Click [Class cancellation/makeup class] menu and complete plan
 - ③ Create an approval document(for part-time faculty)
 - ④ Submit a printed document to the affiliated college

5 COURSE EVALUATION

- 1) Face-to-face tests can be arranged for all classes, and the test classroom is in the same classroom assigned in the portal.
- 2) The evaluation method must be operated according to the bylaws of the the department and affiliated college.
- 3) It is recommended to encourage students to learn and evaluate them based on the results rather than a single test.

- 4) Online testing is possible if reliability and fairness are secured. It is recommended to ask creative questions that cannot be solved by simple memorization or reference to materials.
- 5) In order to prepare for unexpected changes, please accumulate the evaluation proof regularly.

6 COPYRIGHT INFRINGEMENT WARNING

Copyright use

- 1) The use of domestic works in an online environment for educational purposes is permitted if the instructor follows the copyright guidelines.
 - Use only part of work: within 10 % of the publication, 20% of the original video(within 15 minutes max.)
 - Specify the source: author information, publisher information or website.
 - Copy protection measures and warning text to be inserted.
 - Access restriction measures: posted on LearnUs bulletin so only enrolled students can access them.
 - Use of software and fonts: genuine use of software and fonts
- 2) Online contents(image, video provided as course materials) may be subject to legal disputes in the future, so instructors are advised to contact the publisher as an individual and must obtain online permission in advance.
 - Copyright Use inquiries: 2123-2095
- 3) Restriction on external use of lecture video: lecture video is a work product. Professor must obtain an approval from President when they want to use for other purpose in accordance with the Regulations on intellectual property rights management.
- 4) Restriction on the use of copyrighted works owned by others: Classes cannot be replaced by using public videos such as Youtube, MOOCs, and external online lecture platform lectures.

Copyright guidelines

https://www.learnus.org/guide/manual_copyright_p1.php

7 IMPORTANT NOTICES

1) Video contents upload

- ① Please provide students with video lectures in advance in order for them to watch video at their convenient time and operate real-time classes focusing on interaction between professors and students.
- ② Please provide the video at least two days for students to watch them after class ends.
- ③ There are many complaints about recording defects. Please check if there are any errors before uploading the course materials.

2) Safety Guideline

- ① Please guide all participants should complete laboratory safety management training in advance to avoid any accidents.

Office of Academic Affairs