March 17, 2020

Dear Students of 4PM3,

The university has taken many measures to prepare and keep our community informed as the COVID-19 pandemic has unfolded. As you’re aware, one of these measures was the decision late last week to suspend in-person classes for the remainder of the academic term.

**McMaster in-person classes and tests for undergraduate and graduate students ended as of Friday March 13th and no in-person exams will be held at the end of this term.**

This decision was made to ensure that our activities here at McMaster are aligned with the social distancing principle so important to broader public health at this time.

We are also committed to ensuring the successful completion of the current academic term by all of our students. To do so, we have put careful thought into the use of alternative assessment methods and evaluation schemes that are fair to all students. The following describes what you can expect for 4PM3 between now and the end of the term:

Between now and April 7, you can expect the following changes with respect to course instruction for this course:

- Everything will remain the same except that we will meet virtually using Teams, which worked well for our class today.
- Friday March 20, the Group Meetings with the Prof will take place using Teams. In additional, all groups can meet virtually to complete their written group projects and prepare their presentations using email or whatever group meeting platform they prefer, but Teams is available for this.
- Presentations will take place according to the schedule previously posted on Avenue on March 24, 27 and 31.
- Classes April 3 and 7 are cancelled.
- The take home exam will be post by April 3 on Avenue
- The take home exam will be due April 17 on Avenue

In addition, you can expect the following changes to the assessments used for this course:

- There will be no changes to the assessment methods in this course with the exception that we will take into account the somewhat weird and potentially difficult circumstances of doing group presentations virtually and not penalize students for glitches that might occur.
• There is no change to the assessment scheme (grade weightings) used to calculate final grades.

If you have a need for accommodations, please continue to communicate with Student Accessibility Services and keep me informed.

In the event significant changes to the COVID-19 situation, further changes may need to be made to this course and will be clearly communicated to you. Please also visit https://covid19.mcmaster.ca/ for up-to-date university information.

Sincerely,
Dr. Trainor