**Scope:** Proposals for in-person academic activities for students (i.e., other than research) require approval from the Academic Planning Executive Committee (APEC). This committee considers the academic importance of the activity and prioritization before being forwarded to the Emergency Operation Centre (EOC) for assessment, logistics, and operational approval. As defined by the [Emergency Operation Centre](https://www.mcgill.ca/coronavirus/resources/types-campus-activities-and-resumption-plans), in-person “teaching” activities are situations where both instructors and learner would be physically present in the same space. More generally, in-person ‘academic activities’ requiring approval from the APEC include activities that are curricular, connected directly to a course, and are directly part of a student’s academic program. Examples include guest lectures in courses, student presentation, graduate student comprehensive or PhD examinations, and in-person tests or examinations. Internships/Stages for students, or situations where an instructor is proposing teaching activities off-site from McGill are also captured by this definition. Other activities (e.g., extra-curricular opportunities, events, workshops, clubs/activities) fall under the definition of ‘other on-campus activities’ and have a different approval pathway, defined [here](https://www.mcgill.ca/coronavirus/resources/directives-resumption-other-campus-activities).

**Explanation of in-person academic activity (Activity/Course name, Department/Unit, description, expected enrollment):**

**Rationale for the activity occurring in-person:**

**Space and scheduling details: date(s), proposed space including room location (please indicate if activity must occur in the proposed space or whether there is flexibility)**

**Instructor/contact person (name/coordinates, details)**

**Other comments:**

**To the extent possible, please fill out the following table:**

|  |  |  |
| --- | --- | --- |
| Y/N or n/a | Criterion | Comments/Notes (as required) |
|  | Physical distancing can be managed at the entrance/exit of the teaching space, and established in the teaching space at all times; proximity to other hubs/sites of activity in a building are considered. |  |
|  | Sharing of supplies or equipment should be avoided or properly disinfected between uses. |  |
|  | Need for Personal Protective Equipment (PPE) is considered (masks, gloves, etc). Note: this criterion will be relevant for teaching activities where distance requirements directives cannot be respected. |  |
|  | Measures have been put in place to ensure that students who cannot take part in the in-person learning activity will not be penalized.  |  |
|  | Instructor(s) is/are available to deliver the activity. |  |
|  | Impact of possible additional lockdowns in Montreal have been considered and planned for. |  |
|  | As relevant, consideration of impacts or needs related to accreditation has been taken.  |  |

**Approvals:**

**Associate Dean or equivalent** (name and electronic signature):

Date:

Comments:

**Dean** (name and electronic signature):

Date:

Comments:

**Associate Provost** (Teaching & Academic Programs) (name and electronic signature):

Date:

Comments:

**EOC confirmation**

Date:

Comments: