



UNIVERSITY OF TORONTO
FACULTY OF ARTS & SCIENCE

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CPAD # 62-2008-09

Memorandum

Date: 1 May 2009

To: Council of Chairs, Principals, and Academic Directors
Coalition of Arts & Science Directors

From: Suzanne Stevenson, Vice-Dean Students
Glenn Loney, Assistant Dean and Faculty Registrar

Re: Swine Flu Preparation Instructions

CC: Graduate Coordinators and Administrators
Undergraduate Coordinators and Administrators

Due to the developing situation with swine flu, the Provost has requested that the Faculty and each academic unit collect and keep ready for use, information on the location and contact information of any student (undergraduate or graduate), who is participating off-campus in any activity related to UofT academic work. Such activities might include, but are not limited to, the following:

- off-campus fieldwork or other research activity
- internship in local or non-local organization
- community placement related to a course or program of study
- international exchange or other study abroad situation
- work-study or other student UofT employment taking students off campus.

At present, we will collect information only on those activities remaining active from the Fall/Winter session and those occurring in the first term of the Summer session.

It is imperative that this information be collected as soon as possible so that it is readily available, should the health situation warrant communication from the University to students engaged in these activities. Please do not contact such students at this time; any communication that is necessary will be provided to you from the Provost's Office via the Office of the Dean, and only such official communications should be communicated to students, in order to maintain clear, accurate and consistent messaging.

Specifically, we need you to do the following:

1. UG or Grad Course Activity: Inform the Office of the Faculty Registrar (sinisa.markovic@utoronto.ca) of any courses that your unit is offering now or in the first term of Summer (please specify which) that involve any off-campus activity, whether local or not. The Faculty Registrar will use the course registrations to identifying students involved in such activities, and will be responsible for contacting those students should the need arise.
2. Other UG Activity: Collect the names, location, and contact information for all undergraduate students involved in any academic activity (or employment through the University) that takes place off campus, and who would not be covered by course enrolment data in #1. You may need to poll your faculty to identify all such students, including students doing independent studies, NSERC summer placements, fieldwork, 299s or 399s, etc.

Please do not send us this information; rather, you should maintain this information and we will contact you with any provostial communications that you should forward to this group. However, please send us the number of students you have in this category, so that we can approximate the number of students that may be impacted.

3. Other Grad Activity: Collect the names, location, and contact information for all graduate students involved in any academic activity (or employment through the University) that takes place off campus, and who would not be covered by course enrolment data in #1. You may need to poll your faculty to identify all such students, including students doing research, fieldwork, study in other locals, internships, etc.

Again, please do not send us this information; rather, you should maintain this information and we will contact you with any provostial communications that you should forward to this group. However, as above, please send us the number of students you have in this category, so that we can approximate the number of students that may be impacted.

If you have questions about the requested information, please call or email Sinisa Markovic (sinisa.markovic@utoronto.ca or 946-7296). If you have questions regarding the policy implications, please contact Suzanne Stevenson (vicdean.students@utoronto.ca or 946-0413).

Collecting this information is a necessary precaution in the present circumstances. Of course, we hope that we will not have to use it, but we must all act promptly and responsibly to be prepared should the need arise.