# COVID SYLLABUS TEMPLATE (Insert Name of Course)

**The University of Toledo**

**(Insert Department, Program and/or College)\***

**(Insert Alpha Course Identifier, Course Registration Number (CRN) and Section)\***

**Instructor**: (Insert Instructor Name)\*

**Email**: (Insert UT Email Address)\*

**Office Hours**: (Insert Availability/by appointment)\*

**Office Location**: (Insert Office Address)\*

**Instructor Phone**: (Insert Phone Number)\*

**Offered**: (Insert Term and Year)\*

**Course Website**: [Blackboard Learn](https://blackboard.utdl.edu/) (if applicable)

**Class Location**: (Insert Class Room Number and   
 Building)\* **Class Day/Time**: (Insert Course Schedule)\*

**Lab Location**: (Insert Class Room Number and  
 Building, if applicable)\*

**Lab Day/Time**: (Insert Lab Schedule, if applicable)\* **Credit Hours**: (Insert Number)\*

**SPECIAL COURSE EXPECTATIONS DURING COVID-19   
ATTENDANCE**The University of Toledo has a missed class policy. It is important that students and instructors discuss attendance requirements for the course. Students must perform a daily health assessment, based on based on [**CDC guidelines**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)**,** before coming to campus each day, which included taking their temperature. Students who are symptomatic/sick should not come to class and should contact the Main Campus Health Center at 419-530-3451.  *Medical and Physician Assistant Students should contact Jyothi Sri Pappula, MD via email at:* [*Jyothi.pappula@utoledo.edu*](mailto:Jyothi.pappula@utoledo.edu)*; All other clinical students should contact Dean Linda Lewandowski, College of Nursing, via email at* [*Linda.Lewandowski@UToledo.Edu*](mailto:Linda.Lewandowski@UToledo.Edu) *or by phone at 419-383-5835..* Absences due to COVID-19 quarantine or isolation requirements **are** considered excused absences. Students should notify their instructors and these absences may not require written notice.  
**FACE COVERINGS**All students must wear face coverings while on campus, except while eating, alone in an enclosed space, or outdoors practicing social distancing. NO students will be permitted in class without a face covering. If you have a medical reason that prevents you from wearing a face covering due to a health condition deemed high-risk for COVID-19 by the Centers for Disease Control and Prevention (CDC), you should submit a request for an accommodation through the Student Disability Services Office (SDS) by completing the [online application](https://teton.accessiblelearning.com/Toledo/). Students will need to provide documentation that verifies their health condition or disability and supports the need for accommodations. If a student is already affiliated with SDS and would like to request additional accommodations due to the impact of COVID-19, should contact their accessibility specialist to discuss their specific needs.    
**SOCIAL DISTANCING**   
Students should practice social distancing inside and outside the classroom please follow signage and pay attention to the seating arrangements. Do not remove stickers or tape from seats and/or tables, this is there to provide guidance on the appropriate classroom capacity based on the recommended 6 feet of social distancing between individuals. Please be conscious of your personal space and respectful of others. Also be cognizant of how you enter and exit the room; always try to maintain at least 6 feet of distance between yourself and others.  
**DESKS AND WORK SPACES**Students will need to sanitize their desks and/or work space before class with the University provided sanitizing spray and paper towels their desks.   
**SPECIAL NOTES**It’s important to note that based on the unpredictability of the COVID-19 virus things can change at any time so please be patience and understanding as we move through the semester. I also ask that you keep me informed of concerns you may have about class, completing course work/assignments timely and/or health concerns related to COVID.

CATALOG/COURSE DESCRIPTION\*

(Insert course description as published in [The University of Toledo Course Catalog](https://www.utoledo.edu/catalog/); please refer to the face-to-face syllabus guidelines for more guidance/details.)

## COURSE OVERVIEW/ TEACHING METHODOLOGY

(Provide a short description that will help learners understand the purpose of the course and your teaching methodology; please refer to the face-to-face syllabus guidelines for more guidance/details.)

STUDENT LEARNING OUTCOMES\*  
(Insert Student Learning Outcomes; please refer to the face-to-face syllabus guidelines for more guidance/details.)

PREREQUISITES AND COREQUISITES\*  
(Use the [course catalog](https://www.utoledo.edu/catalog/)  (https://www.utoledo.edu/catalog/to) accurately list any prerequisite or corequisite courses required by the university and/or program, if there are none, type “None”.)

## TEXTS AND ANCILLARY MATERIALS\*

(Provide complete citations for all [required and optional] instructional materials; please refer to the face-to-face syllabus guidelines for more guidance/details.)

TECHNOLOGY REQUIREMENTS   
(Insert specifics about any technology requirements for the course; please refer to the face-to-face syllabus guidelines for more guidance/details.)

ACADEMIC POLICIES\*   
(Include the following links; please refer to the face-to-face syllabus guidelines for more guidance/details.)   
[Undergraduate Policies](http://www.utoledo.edu/policies/academic/undergraduate/): <http://www.utoledo.edu/policies/academic/undergraduate/>   
[Graduate Policies](http://www.utoledo.edu/policies/academic/graduate/): <http://www.utoledo.edu/policies/academic/graduate/>

COURSE EXPECTATIONS

(Insert specific information pertaining to your course expectations, i.e., communication requirements [office hours, before or after class, by email or phone]; please refer to the face-to-face syllabus guidelines for more guidance/details.)

OVERVIEW OF COURSE GRADE ASSIGNMENT\*

(Insert detailed information on how students will be evaluated and assessed a grade in the course; please refer to the face-to-face syllabus guidelines for more guidance/details.)

Midterm Grading\*   
(Include a statement regarding how midterm grades will be calculated and why they are important.)  
Final Grading\*  
(Define the grading scale for your course.)

## UNIVERSITY POLICIES\*

(Include the following policy links; please refer to the face-to-face syllabus guidelines for more guidance/details.)

**Policy Statement on Non‐Discrimination on the Basis of Disability (ADA**)\* The University is an equal opportunity educational institution. Please read [The University’s Policy Statement on Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance.](http://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_03_Nondiscrimination_o.pdf) Students can find this policy along with other university policies listed by audience on the [University Policy webpage](http://www.utoledo.edu/policies/audience.html/#students) (http://www.utoledo.edu/policies/audience.html/#students).

**Academic Accommodations**\* (Include the following, verbatim; please refer to the face-to-face syllabus guidelines for more guidance/details.) The University of Toledo embraces the inclusion of students with disabilities. We are committed to ensuring equal opportunity and seamless access for full participation in all courses. For students who have an accommodations memo from Student Disability Services, I invite you to correspond with me as soon as possible so that we can communicate confidentially about implementing accommodations in this course. For students who have not established affiliation with Student Disability Services and are experiencing disability access barriers or are interested in a referral to healthcare resources for a potential disability or would like information regarding eligibility for academic accommodations, please contact the [Student Disability Services Office](http://www.utoledo.edu/offices/student-disability-services/index.html) (http://www.utoledo.edu/offices/student-disability-services/) by phone: 419.530.4981 or email at [StudentDisability@utoledo.edu](mailto:StudentDisability@utoledo.edu).

## ACADEMIC AND SUPPORT SERVICES\*

Please follow this link to view a comprehensive list of [Student Academic and Support Services](http://www.utoledo.edu/studentaffairs/departments.html) (http://www.utoledo.edu/studentaffairs/departments.html) available to you as a student (please refer to the face-to-face syllabus guidelines for more guidance/details).

## SAFETY AND HEALTH SERVICES FOR UT STUDENTS\*

Please use the following link to view a comprehensive list [Campus Health and Safety Services](http://www.utoledo.edu/offices/provost/utc/docs/CampusHealthSafetyContacts.pdf) available to you as a student.

INCLUSIVE CLASSROOM STATEMENT

In this class, we will work together to develop a learning community that is inclusive and respectful. Our diversity may be reflected by differences in race, culture, age, religion, sexual orientation, gender identity/expression, socioeconomic background, and a myriad of other social identities and life experiences. We will encourage and appreciate expressions of different ideas, opinions, and beliefs so that conversations and interactions that could potentially be divisive turn, instead, into opportunities for intellectual and personal development.

COURSE SCHEDULE\*

| WEEK | DATES | TOPIC | LEARNING OUTCOME(S) | ASSIGNMENTS DUE |
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