

## Fall Semester COVID-19 Update: Syllabus Template

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COVID Syllabus Template Fall 2020[1].docx;

# OFFICE OF THE PROVOST



Dear Faculty and Academic Affairs Staff:

With fall semester right around the corner, full-time faculty and staff will be returning to campus on Monday, August 3, 2020 and nine-month faculty returning the day classes begin Monday, August 17<sup>th</sup> unless they choose to voluntarily return before then to prepare for their courses. With that in mind, I would like to share some information with you regarding syllabus development for fall semester and remind you of some valuable resources.

### **Syllabus Language**

To ensure all faculty are following the same classroom processes with students throughout the semester, we have created a COVID Syllabus Template - Fall 2020 which is linked to both the [University Teaching Center](#) and the [COVID-19 Pandemic: Office of the Provost Communications](#) webpages. For your convenience the additional verbiage we are asking all faculty to add to their syllabi is provided below and the template is attached. Please note, for any fully online course, with no face-to-face classroom/meeting component, instructors will need to modify this statement below accordingly; for example, a fully online course syllabus would not need to include the **DESKS AND WORK SPACES** section.

### **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](#), before coming to campus each day, which includes 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. *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 documentation.

#### **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](#). 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, s/he 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.

### **SPECIAL NOTES**

It's important to note that based on the unpredictability of the COVID-19 virus, things can change at any time. Please be patient 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.

## **Instructional Delivery and Classrooms**

As previously mentioned, to promote adequate social distancing we have had to make many changes to our fall course offerings, with the majority of courses with 50 students and above being moved to an online format. Due to social distancing measures, a 100-seat lecture hall may now only accommodate 25 students. These revised maximum occupancies will be posted in the classrooms.

As described in an email sent June 9, 2020, many face-to-face courses may need to be delivered using a "hybrid or rolling classroom" delivery model, based on social distancing and reduced classroom capacity.

An example of this could be:

- If you have a class of 40 students that meets on Tuesday and Thursday, and the social distancing classroom capacity\* is 20 students for the room, then ½ the class (20 students, group A) would attend in person on Tuesdays, while the other half (group B) works remotely; then on Thursdays, group B would attend in person, with group A remote. This would create the "rolling" classroom model, students rotate (roll) between the face-to-face and online environment each class period. \*A list of the maximum number of students permitted in each general purpose classroom using social distancing guidelines can be found on the [Classroom Support Services](#) webpage.
- Faculty are requested to record **every** class session using Echo360 Lecture Capture (available in every classroom on campus), Blackboard Collaborate, WebEx, or another streaming service. This is to ensure that every student has access to the same content presented in the classroom that day including those students who 1) use the rolling schedule, 2) require an accommodation, 3) have to self-isolate, 4) have access and/or connectivity issues or 5) reside in a different time zone.

**Note:** Since June 9, 2020, when the "rolling schedule" was initially announced, the Registrar's office has worked tirelessly to "right-size" course offerings, by placing classes into large classroom spaces whenever possible, to would allow the entire class to meet together as they normally would, while still allowing for

*social distancing. This has significantly reduced the number of courses that will need to utilize the rolling schedule.*

### **Advising, Success Coaching and Meetings with Students**

Student academic support services (academic advising, success coaching, tutoring, etc.) will continue to be offered in multiple modalities this fall including by phone, virtual chat, email, text, and face-to-face appointments. Due to the COVID-19 pandemic, it is highly recommended that 1:1 meetings with students occur online whenever possible.

Lastly, the health and safety of our students, faculty and staff as we re-open the University and move closer to the start of fall term is vital to a successful semester. We all need to work together! Please do your part, wear a face covering, be aware of your surroundings and your proximity to others, and follow recommendations on hand washing. Together we will succeed! Thank you in advance for your support and assistance. For more information on the UToledo response to COVID-19, please visit the [Rocket Restart](#) website.

Sincerely,

**Karen S. Bjorkman**

Provost and Executive Vice President for Academic Affairs