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Suggested Syllabus Language

This document was prepared to help faculty as they prepare to teach under Covid_19 conditions. It arose from work in the ad hoc Classrooms Logistics committee headed by Eric Weeks, Director of the Center for Faculty Development and Excellence with further support from the Office of the Provost. We thought it might be helpful to provide suggested language that instructors can include in their syllabi. This is taken from the larger Faculty Toolkit which will be available through the CFDE website. We suggest instructors add these sections to their syllabus, modifying as needed to suit the details of your class and your style.

TEACHING AND LEARNING DURING THE PANDEMIC
I want our classroom community to thrive no matter the classroom delivery method or your individual methods of participating in class. I cannot guarantee an identical experience for students who cannot be physically in the classroom or an experience that is identical to pre-pandemic semesters, but my goal is to treat all students equitably and to ensure grading is clear, consistent, and fair for all of you.

[Instructor to edit this paragraph to be relevant for the desired instructional method.] This semester is unusual in that there is a pandemic. This class is being remotely taught / This class has remotely taught components / This class may have to shift from in-person to remotely taught at some point this semester [edit as relevant]. Additionally, some students in this class may need to be off campus for some portion of the semester. My goal is for all students to receive a high-quality experience to the extent possible. To that end, during the summer I participated in Emory University's workshops on online teaching methods, and I am prepared to teach this class remotely as needed.

Due to the unusual nature of the semester, communication is important. I commit to responding to emails within 48 hours of receipt, and my intention to respond faster than that most of the time. I will likely be slower on weekends. Likewise, if your situation changes regarding health, housing, or in any other regard with respect to your ability to participate in the class, please contact the appropriate Emory student support organization first and then me as soon as feasible. It is easier for me to address your needs if I know about them as soon as they arise. This does not mean I can successfully respond to every request for consideration, but I emphasize that my goal is to treat you all equitably and do what I can to help you succeed in this course.

ATTENDANCE POLICIES
This semester due to the pandemic, some students might be sick or will need to go into isolation or quarantine. If you are sick, understand that I will be flexible about attendance. Please make sure to email me so that we can discuss your individual circumstances. For students in quarantine who are well, we have provided ways that you can keep up with your schoolwork, whether our class is delivered online or in person. Please also contact me via email if you are in quarantine.

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ACCESSIBILITY AND ACCOMMODATIONS
As the instructor of this course I endeavor to provide an inclusive learning environment. I want every student to succeed. The Department of Accessibility Services (DAS) works with students who have disabilities to provide reasonable accommodations. It is your responsibility to request accommodations. In order to receive consideration for reasonable accommodations, you must register with the DAS at http://accessibility.emory.edu/students/ . Accommodations cannot be retroactively applied so you need to contact DAS as early as possible and contact me as early as possible in the semester to discuss the plan for implementation of your accommodations.

For additional information about accessibility and accommodations, please contact the Department of Accessibility Services at (404) 727-9877 or accessibility@emory.edu.

HEALTH CONSIDERATIONS
At the very first sign of not feeling well, *stay at home* and reach out for a health consultation. Please consult the campus FAQ for how to get the health consultation. As you know, Emory does contact tracing if someone has been diagnosed with COVID-19. A close contact is defined as someone you spend more than 15 minutes with, at a distance less than 6 feet, not wearing facial coverings. This typically means your roommates, for example. However, your classmates are *not* close contacts as long as we are following the personal protective equipment protocols in the classroom: wearing facial coverings, staying six feet apart. (As your instructor, I may be following different PPE guidelines which have been judged to be equally safe by Emory's Environmental Health and Safety Office [describe according to your classroom: for example, face shield + acrylic barrier]. Due to the necessity of keeping your PPE on, eating and drinking is strictly forbidden in the classroom.

CLASS SESSION RECORDING
Our class sessions on Zoom / our in-person class sessions will all be audio visually recorded for students in the class to refer back to the information, and for enrolled students who are unable to attend live.

Lectures and other classroom presentations presented through video conferencing and other materials posted on Canvas are for the sole purpose of educating the students enrolled in the course. The release of such information (including but not limited to directly sharing, screen capturing, or recording content) is strictly prohibited, unless the instructor states otherwise. Doing so without the permission of the instructor will be considered an Honor Code violation and may also be a violation of other state and federal laws, such as the Copyright Act.

Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image.

Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

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Please read the Rules of Zoom Engagement for further advice on participating in our Zoom class sessions.

This Suggested Syllabus Language document was prepared by:

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- Eric Weeks (Director, Center for Faculty Development and Excellence)
- Paul Welty (Associate Vice Provost, Academic Innovation and Faculty Affairs)

Parts of this document are based on earlier work done this summer by the ad hoc Classroom Logistics Committee. In addition to Eric Weeks and Paul Welty, that group includes:

- Ken Anderson (Dean of Academic Affairs & Professor of Philosophy, Oxford)
- Nancy Bliwise (VP of Academic Planning, Office of the Provost)
- Kim Braxton (Associate Dean & Director of Academic Technology Services, LITS)
- Paul Byrnes (AVP, Office of the Provost)
- Lauren Christiansen-Lindquist (Research Assistant Professor and Director of MPH & MSPH programs in Epidemiology, RSPH)
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- Kristen Frenzel (Senior Lecturer and Associate Director of Neuroscience and Behavioral Biology, ECAS)
- Kevin Karnes (VP, Chair, & Professor of Music, ECAS)
- Cora MacBeth (Assistant Dean, Office of Undergraduate Education, ECAS)
- JoAnn McKenzie (AVP and University Registrar)
- Lisa Tedesco (VP & Dean, LGS)

The suggested syllabus language for classroom recording has been vetted by Emory's Office of General Counsel.