

Syllabus Checklist for Optional COVID-19 Related Information* **July 27, 2020**

NDSU requires an up-to-date syllabus for each course to provide certain categories of information in accordance with [Policy 331.1](#). Faculty may use this checklist for **optional COVID-19 related information** to include in their syllabi. The sample statements below have been collected from various faculty, groups, and units across campus. **Faculty may use these statements as they are or modify and personalize them to match their particular course and teaching approach.**

* This checklist will be updated as additional guidance on COVID-19 is issued. If you would like to add or share a statement here, please email it to canan.bilen.green@ndsu.edu.

Communication

State how you will communicate with your students.

- *The primary method by which course-related information will be communicated is during class. Reminders, notification of any schedule or assignment changes will be communicated through NDSU email and posted on Blackboard announcements page.*
- *Your NDSU email address is the official route for information.*
- *Faculty will use Blackboard Ultra (or Zoom) for course delivery as appropriate. Virtual participation in this course requires both video and audio capabilities.*

Describe how you will conduct office hours.

- *You may meet with me in person during office hours (please remember to wear a face covering).*
- *You may meet with me virtually using the Blackboard Collaborate Virtual Classroom or Zoom during office hours.*

Encourage use of IT Help Desk for technology concerns.

- Contact Information for Help Desk:
Email: ndsu.helpdesk@ndsu.edu
Call: 701-231-8685 (option 1)

Share your syllabus before the semester begins so that students are prepared on the first day of class.

Health and Safety Expectations

Provide links to https://www.ndsu.edu/admission/fall_2020_prelim_plan web resource for information on COVID-19 and NDSU's response.

Refer to NDSU guidance on face coverings, physical distancing, and sanitation.

- *NDSU requires students to wear face coverings in classrooms. Wearing face coverings helps reduce the risk to others in case you are infected but do not have symptoms.*
- *You must properly wear a face covering (covering both the mouth and nose) for the entirety of the class.*
- *If you fail to properly wear a face covering, you will not be admitted to the classroom. However, you may choose to participate in the class remotely. The following will be used as needed: referral to Dean of Students Office or administrative removal from class.*

- *Students who cannot wear a face covering due to a medical condition or disability may seek accommodation through Disability Services (701-231-8463; <https://www.ndsu.edu/disabilityservices/>).*
 - *Disinfecting supplies are provided for you to disinfect your learning space. You may also use your own disinfecting supplies.*
 - *Students should observe social distancing guidelines whenever possible. Students should avoid congregating around instructional space entrances before or after class. Students should exit the instructional space immediately after the end of class to ensure social distancing and allow for the persons attending the next scheduled class to enter the classroom.*
 - *In accordance with NDSU [Policy 601](#), failure to comply with instructions, including this syllabus, may be handled according to the Code of Student Conduct resolution process and may result in disciplinary sanctions.*
- Do not allow food and drink in the class unless a student has a documented accommodation through Disability Services. Students will have to remove their masks to eat or drink.

Attendance Expectations

Refer to NDSU [Policy 333](#) Class Attendance Policy. Consider moving from grading attendance to grading participation and allow multiple ways of participation.

- *Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with NDSU guidance regarding COVID-19.*
- *In this course students should participate in the course mostly face-to-face. When needed, students are also able to participate virtually in synchronous or asynchronous discussions and activities and submit assignments virtually.*
- *While the late participation policy for this course is outlined below, please note that I will be flexible regarding deadlines for students who are experiencing illness or other challenges related to COVID-19. Please contact me as early as possible if you think you may not be able to complete an assignment or participate in the course due to illness.*
- *This semester due to COVID-19, I do not have an attendance policy as I normally would. Do not come to class if you are sick. You can view the lectures remotely and ask any questions you have on Blackboard Ultra (or Zoom).*

Specify steps to take regarding student illness.

- *If you are unable to attend class at the regularly scheduled time due to illness, contact the instructor for alternate arrangements, including recordings of class sessions and assignments as well as accommodations and extensions as needed.*
- *Do not come to class if you are sick. Please protect your health and the health of others by staying home and participate in class remotely. For information on COVID-19, symptoms, testing, and steps to stay healthy see https://www.ndsu.edu/studenthealthservice/covid_19/.*
- *Do not come to class if you have been exposed to individuals who tested positive for COVID-19 and/or you have been notified to self-quarantine due to exposure.*
- *If you are absent from class as a result of a COVID-19 diagnosis or quarantine, the decision for approval of all absences and missed work is determined by the course instructor. As instructor, I will do the following to help you make progress in the course:*
 - *You will be able to participate in class remotely.*
 - *You will be able to submit assignments and take exams remotely.*

- *Other remote learning options will be determined on a case-by-case basis.*

Copyright of Course Materials

Refer to NDSU [Policy 190](#) on Intellectual property.

- *In this course recording the lectures is prohibited with your own personal devices (without prior express approval from the instructor).*
- *In this course recording the lectures for anything other than personal use is prohibited.*

Assignment Submission

Indicate how you will collect assignments.

- *In this course Blackboard will be used for assignment submission (and grading) for all students (for both face-to-face and remote participants).*
- *If you are sick, do not come to class or campus to turn in work. Instead notify the course instructors as soon as practical, so that accommodations can be made.*

HyFlex Options

Provide link to <https://kb.ndsu.edu/learn> web resource for students on HyFlex compiled by IT.

Refer to NDSU guidance on HyFlex.

- *If you are at high risk of contracting COVID-19 (and/or of infecting someone who is high risk), you have the option of attending class remotely. You may opt to do so at the beginning of the semester or as the need arises during the semester.*
- *To participate in HyFlex instruction remotely, you must have access to the requisite technology, including a laptop/computer with a functioning microphone, speakers (or headphones) and webcam, as well as reliable internet access.*
- *To opt for the remote learning experience in this course inform the course instructor via email as soon as possible.*

Additional Resources for Students

Encourage use of support resources

- *As a member of the NDSU community, resources are available for you should you need help in dealing with adverse reactions to things happening in the world today. A variety of resources are listed below:*

For students on campus and remotely (telehealth):

Counseling Services: 701-231-7671; <https://www.ndsu.edu/counseling/>

Disability Services: 701-231-8463; <https://www.ndsu.edu/disabilityservices/>

Student Health Service: 701-231-7331; <https://www.ndsu.edu/studenthealthservice/>

Dean of Students Office: 701-231-7701; <https://www.ndsu.edu/deanofstudents/>

In a crisis or emergency situation:

Call University Police: 701-231-8998

Call 9-1-1

Go to a Hospital Emergency Room

Go to Prairie St. Johns for a Needs Assessment: 701-476-7216 (510 4th St. S.)

Call the FirstLink Help Line: 1-800-273- TALK (8255) or 2-1-1

Call Rape and Abuse Crisis Center: 701-293-7273