

Proposed Suggested Syllabus Language for Fall 2020

How to use these syllabus-language guidelines:

- 1) The language below has been reviewed by several departments, the Teaching and Learning Working Group on Reentry, and personnel from the Office of Instruction and Assessment. **These are better practices and recommendations, and are provided to help you communicate clearly to students; they are not requirements.**
- 2) The recommendations are organized by course modality, so navigate first to the modality assigned for your course. Focus on ideas that you might not have considered communicating to students, or ways this semester may make your course design more complicated. Remember that course modalities may change multiple times this semester; you will need to communicate to students about what the differences will be (if any).
- 3) Areas in **orange and with brackets []** indicate where details specific to your class should be inserted.
- 4) Check the [COVID-19 Instructor FAQ](#) for guidance on other course reentry issues.
- 5) View the [Office of Instruction and Assessment's Teaching Models](#) site for more resources for the teaching modalities for the 2020-2021 academic year.

See below for language recommendations for each course modality:

- [In-Person](#)
- [Flex In-Person](#)
- [Live Online](#)
- [iCourses, Arizona Online, Global Direct](#) (Asynchronous Online)

In-person:

This class is scheduled to be taught in the IN-PERSON modality.

- **Meeting Times:** We will be meeting remotely until the University notifies us that in-person meetings may commence. We will meet [insert your plan for remote instruction (days and times—must only be regularly-scheduled meeting times) by Zoom to do (what will be done during synchronous meetings). In this case, (describe any differences—for example, the quizzes we took via Poll Everywhere in person will now be done through D2L and must be done by X deadline; your course participation points will be earned by completing X work by X deadline)].
 - When the COVID-19 situation permits teaching on campus, we will be meeting [(days) at (times) in (room)].
- **Face coverings are required in our classroom:** Per UArizona’s **Administrative Directive**, face coverings that cover the nose, mouth, and chin are required to be worn in all learning spaces at the University of Arizona (e.g., in classrooms, laboratories and studios). Any student who violates this directive will be asked to immediately leave the learning space, and will be allowed to return only when they are wearing a face covering. Subsequent episodes of noncompliance will result in a Student Code of Conduct complaint being filed with the Dean of Students Office, which may result in sanctions being applied. The student will not be able to return to the learning space until the matter is resolved.
 - The Disability Resource Center is available to explore face coverings and accessibility considerations if you believe that your disability or medical condition precludes you from utilizing any face covering or mask option. DRC will explore the range of potential options as well as remote course offerings. Should DRC determine an accommodation to this directive is reasonable, DRC will communicate this accommodation with your instructor.
- **Physical distancing is required in our classroom:** During our in-person class meetings, we will respect CDC guidelines, including restricted seating to increase physical distancing. Any student who does not maintain physical distance from others may be asked to immediately leave the learning space. Noncompliance may result in a Student Code of Conduct complaint being filed with the Dean of Students Office, which may result in sanctions being applied.
- **Classroom attendance:**
 - If you feel sick, or may have been in contact with someone who is infectious, stay home. Except for seeking medical care, avoid contact with others and do not travel.
 - Notify your instructors if you will be missing an in person or online course.
 - Campus Health is testing for COVID-19. Please call (520) 621-9202 before you visit in person.
 - Visit the UArizona COVID-19 page for regular updates.
- **Academic advising:** If you have questions about your academic progress this semester, or your chosen degree program, please note that advisors at the Advising Resource Center can guide you toward university resources to help you succeed.
- **Life challenges:** If you are experiencing unexpected barriers to your success in your courses, please note the Dean of Students Office is a central support resource for all students and may be helpful. The Dean of Students Office can be reached at 520-621-2057 or DOS-deanofstudents@email.arizona.edu.
- **Physical and mental-health challenges:** If you are facing physical or mental health challenges this semester, please note that Campus Health provides quality medical and mental health care. For medical appointments, call (520-621-9202. For After Hours care, call (520) 570-7898. For the Counseling & Psych Services (CAPS) 24/7 hotline, call (520) 621-3334.

- **Exams:** [describe when exams will take place, what the format will be, for how long the exam will be open or available in D2L, and whether and how exams will be proctored.] Final exam information: [insert information about the date, time, and logistics for the final exam].
- **Equipment and software requirements:** For this class you will need daily access to the following hardware: [laptop or web-enabled device with webcam and microphone]; regular access to reliable internet signal; ability to download and run the following software: [web browser, Adobe Acrobat, etc.].
- **Staying current:** You are required to complete [describe which activities, with what deadlines] on your own time to accomplish [enumerate course goals].
- **Remain flexible:** If pandemic conditions warrant, the University may require that we return to remote operations. If that is the case, we will notify you by D2L Announcement and email that we are moving to remote operations.
- **Remote / online only after Thanksgiving:** After the Thanksgiving holiday, we are scheduled to move to remote teaching. That means we will meet [insert your plan for remote instruction (days—must only be regularly-scheduled meeting times) by Zoom to do (what will be done during synchronous meetings)]. In this case, (describe any differences—for example, the quizzes we took via Poll Everywhere in person will now be done through D2L and must be done by X deadline; your course participation points will be earned by completing X work by X deadline)].
- **Class Recordings:**
 - **Note to instructors:** If course recordings are being made, notify students, and suggest ways to address if they do not wish to be identified by name. [For instructor guidance, view [FERPA Privacy Protection guide](#).]
 - **Note to instructors:** It is strongly recommended that content delivery for in-person and flex in-person is recorded and available online.]
 - **Language for syllabus:** For lecture recordings, which are used at the discretion of the instructor, students must access content in D2L only. Students may not modify content or re-use content for any purpose other than personal educational reasons. All recordings are subject to government and university regulations. Therefore, students accessing unauthorized recordings or using them in a manner inconsistent with UArizona values and educational policies are subject to suspension or civil action.

Flex in-person:

- This class is scheduled to be taught in the FLEX IN-PERSON modality.
- **Meeting times for remote teaching:** We will be meeting remotely until the University notifies us that in-person meetings may commence. We will meet [insert your plan for remote instruction (days and times—must only be regularly-scheduled meeting times) by Zoom to do (what will be done during synchronous meetings). In this case, (describe any differences—for example, the quizzes we took via Poll Everywhere in person will now be done through D2L and must be done by X deadline; your course participation points will be earned by completing X work by X deadline)].
- **Meeting times and patterns for in-person teaching:** When the COVID-19 situation permits teaching on campus,, [Student Group Parakeets will meet (days) at (times) in (room), and Student Group Lemurs will meet (days)]. Our in-class meetings will give us the opportunity to [describe what course goals will be accomplished in the in-person meetings]. In addition, you will complete [describe which activities, with what deadlines] on your own time to accomplish [the remaining course goals].
 - The D2L Announcements will contain a note prior to the first class describing how you will know if you are a Parakeet or a Lemur. For the meeting days when your group is NOT in class, you will [describe how students are expected to work through course material—synchronous participation in Zoom? Accessing Zoom or Panopto recordings after class meetings? Working through a course workbook?]
- **Face coverings are required in our classroom:** Per UArizona's **Administrative Directive**, face coverings that cover the nose, mouth, and chin are required to be worn in all learning spaces at the University of Arizona (e.g., in classrooms, laboratories and studios). Any student who violates this directive will be asked to immediately leave the learning space, and will be allowed to return only when they are wearing a face covering. Subsequent episodes of noncompliance will result in a Student Code of Conduct complaint being filed with the Dean of Students Office, which may result in sanctions being applied. The student will not be able to return to the learning space until the matter is resolved.
- **Physical distancing is required in our classroom:** During our in-person class meetings, we will respect CDC guidelines, including restricted seating to increase physical distancing and appropriately-worn face coverings. Per UArizona's Administrative Directive, face coverings that cover the nose, mouth, and chin are required to be worn in all learning spaces at the University of Arizona (e.g., in classrooms, laboratories and studios). Any student who violates this directive will be asked to immediately leave the learning space, and will be allowed to return only when they are wearing a face covering. Subsequent episodes of noncompliance will result in a Student Code of Conduct complaint being filed with the Dean of Students Office, which may result in sanctions being applied. The student will not be able to return to the learning space until the matter is resolved.

- The [Disability Resource Center](#) is available to explore [face coverings and accessibility considerations](#) if you believe that your disability or medical condition precludes you from utilizing any face covering or mask option. DRC will explore the range of potential options as well as remote course offerings. Should DRC determine an accommodation to this directive is reasonable, DRC will communicate this accommodation with your instructor.
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- **Life challenges:** If you are experiencing unexpected barriers to your success in your courses, please note the Dean of Students Office is a central support resource for all students and may be helpful. The [Dean of Students Office](#) can be reached at 520-621-2057 or DOS-deanofstudents@email.arizona.edu.
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- **Exams:** [\[describe when exams will take place, what the format will be, for how long the exam will be open or available in D2L, and whether and how exams will be proctored.\]](#)Final exam information [\[insert information about the date, time, and logistics for the final exam\]](#).
- **Equipment and software requirements:** For this class you will need daily access to the following hardware: [\[laptop or web-enabled device with webcam and microphone\]](#); regular access to reliable internet signal; ability to download and run the following software: [\[web browser, Adobe Acrobat, etc.\]](#).
- **Staying current:** You are required to complete [\[describe which activities, with what deadlines\]](#) on your own time to accomplish [\[enumerate course goals\]](#).

- **Remain flexible:** If pandemic conditions warrant, the University may require that we return to remote operations. If that is the case, we will notify you by D2L Announcement and email that we are moving to remote operations.

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Live Online:

- This class is scheduled to be taught in the LIVE ONLINE modality.
- **Meeting Times:** The class will meet (days) at (times) via Zoom. Our synchronous meetings will give us the opportunity to [describe what course goals will be accomplished in the live online meetings].
- **Staying current:** You are required to complete [describe which activities, with what deadlines] on your own time to accomplish [enumerate course goals].
- **Class attendance:**
 - If you feel sick, or may have been in contact with someone who is infectious, stay home. Except for seeking medical care, avoid contact with others and do not travel.
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- **Equipment and software requirements:** For this class you will need daily access to the following hardware: [laptop or web-enabled device with webcam and microphone]; regular access to reliable internet signal; ability to download and run the following software: [web browser, Adobe Acrobat, etc.].

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iCourses, Arizona Online, Global Direct (Asynchronous Online)

Please see resources at [The Office of Instruction and Assessment](#) and/or the [Arizona Online's Digital Learning](#). To review frequently-asked questions relevant to Fall 2020 teaching, please see the [COVID-19 Instructor FAQs](#).