

COVID-19 Syllabus Guidelines

In addition to the language required by Temple University's [syllabus policy](#), the following information is provided to assist faculty in crafting syllabi for the fall 2020 semester. Some of the topics covered below are already required by the syllabus policy but may benefit from specific language related to the COVID pandemic. Where we have recommended verbatim language, we have done so in recognition of the fact that consistency in language across all syllabi will aid students in navigating their courses in this new and challenging environment.

Language is color-coded according to the following key:

- **Green:** we encourage use of this language, verbatim, in all syllabi.
 - **Blue:** this information is also recommended, but not necessarily in the form provided.
-

TEMPLE AND COVID-19

Temple University's motto is Perseverance Conquers, and we will meet the challenges of the COVID pandemic with flexibility and resilience. The university has made plans for multiple eventualities. Working together as a community to deliver a meaningful learning experience is a responsibility we all share: we're in this together so we can be together.

How This Course Will Be Taught

Until November 20, 2020:

- If meeting in person, meeting days and times and classroom number and building
- If meeting synchronously, meeting days and times and how to access the virtual classroom
- If meeting in a hybrid modality, all of the above
- If teaching in an asynchronous modality, how work in this class will be available (e.g. on Canvas)

In-person activities and instruction for the fall 2020 semester will end Nov. 20, at the start of the fall break. The remaining week of classes, study period and finals will be conducted remotely.

Specify when the final exam will take place, if applicable, and how it will be administered.

[Note that instructors teaching asynchronous courses may not schedule an exam for a specific time.]

Attendance Protocol and Your Health

If you feel unwell, you should not come to campus, and you will not be penalized for your absence. Instructors are required to ensure that attendance is recorded for each in-person

or synchronous class session. The primary reason for documentation of attendance is to facilitate contact tracing, so that if a student or instructor with whom you have had close contact tests positive for COVID-19, the university can contact you. Recording of attendance will also provide an opportunity for outreach from student services and/or academic support units to support students should they become ill. Faculty and students agree to act in good faith and work with mutual flexibility. The expectation is that students will be honest in representing class attendance.

Course Materials

Some students may have pandemic-related financial hardships. Where possible, provide ways for students to access course materials at no or lower cost, such as the Library's electronic reserve, EZ Borrow/ILLiad, etc. Clarify if older editions are available and appropriate, or whether the textbook is available to rent.

Student Support Services (Note: additional information about how students can access support services will be available later in the summer. There will be a color-coded system on Tuportal indicating which services are virtual or in-person.)

The following academic support services are available to support you:

[Student Success Center](#)

[University Libraries](#)

[Undergraduate Research Support](#)

[Career Center](#)

[Tuttleman Counseling Services](#)

[Disability Resources and Services](#)

If you are experiencing food insecurity or financial struggles, Temple provides resources and support. Notably, the Temple University [Cherry Pantry](#) and the Temple University [Emergency Student Aid Program](#) are in operation as well as a variety of resources from the [Office of Student Affairs](#).

Technology specifications for this course (Note: the syllabus policy requires instructors to provide technology specifications. Clarify what technology students will need, especially if those needs might change after Thanksgiving.) Please add the following:

- Limited resources are available for students who do not have the technology they need for class. Students with educational technology needs, including no computer or camera or insufficient Wifi-access, should submit a request outlining their needs using the [Student Emergency Aid Fund](#) form. The University will endeavor to meet needs, such as with a long-term loan of a laptop or Mifi device, a refurbished computer, or subsidized internet access.

- Note that some software is available for free download on the [ITS Academic Support page](#). Other specialty software may be available for remote access through ITS.

Remote proctoring statement (if applicable)

Zoom, Proctorio or a similar proctoring tool may be used to proctor exams and quizzes in this course. These tools verify your identity and record online actions and surroundings. It is your responsibility to have the necessary government or school issued ID, a laptop or desktop computer with a reliable internet connection, the Google Chrome and Proctorio extension, a webcam/built-in camera and microphone, and system requirements for using Proctorio, Zoom, or a similar proctoring tool. Before the exam begins, the proctor may require a scan of the room in which you are taking the exam.

Statement on recording and distribution of recordings of class sessions

Include a statement on your syllabi about your use of recordings and permission to record class sessions and any distribution of those recordings. [See guidance on this.](#)

Expectations for Class Conduct (Sample)

In order to maintain a safe and focused learning environment, we must all comply with the four public health pillars: wearing face coverings, maintaining physical distancing, washing our hands and monitoring our health. It is also important to foster a respectful and productive learning environment that includes all students in our diverse community of learners. Our differences, some of which are outlined in the [University's nondiscrimination statement](#), will add richness to this learning experience. Therefore, all opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse.

Treat your classmates and instructor with respect in all communication, class activities, and meetings. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Please consider that sarcasm, humor and slang can be misconstrued in online interactions and generate unintended disruptions. Profanity should be avoided as should the use of all capital letters when composing responses in discussion threads, which can be construed as “shouting” online. Remember to be careful with your own and others’ privacy. In general, have your behavior mirror how you would like to be treated by others.

Disability statement

(Add before required disability statement:)

Please bear in mind that COVID-19 may result in a need for new or additional accommodations.

Revised: July 15, 2020