Additional COVID-19 Syllabus Recommendations for Fall 2020

As a friendly reminder, the following are existing regulations and guidelines on syllabus requirements:

- UW Regulation 2-117 “Course Syllabus Requirements” provides guidelines for the development and distribution of courses syllabi. This regulation is available for review at: www.uwyo.edu/regs-policies/_files/docs/regulations-2018/uw_reg_2-117_approved_7-12-18.pdf
- To aid in syllabus development, a syllabus template containing required information and sample language is provided at: www.uwyo.edu/acadaffairs/resources/syllabus/index.html

During the ongoing COVID-19 pandemic, Academic Affairs recommends additions to your syllabus

COVID-19 Policies – during this pandemic, you must abide by all UW policies and public health rules put forward by the City of Laramie (or by Natrona County if at UW-Casper), the University of Wyoming and the State of Wyoming to promote the health and well-being of fellow students and your own personal self-care. The current policy is provided for review at: www.uwyo.edu/alerts/campus-return/index.html

As with other disruptive behaviors, we have the right to dismiss you from the classroom (Zoom and physical), or other class activities if you fail to abide by these COVID-19 policies. These behaviors will be referred to the Dean of Students Office using the UWYO Cares Reporting Form for Student Code of Conduct processes (cm.maxient.com/reportingform.php?UnivofWyoming&layout_id=5).

Syllabus Changes: I will alert you to any possible course format changes in response to UW decisions about community safety during the semester.

HyFlex, Zoom, and WyoCourses expectations:
As with all UW coursework, this course will be educational and useful to you. I will respond to questions, concerns, and feedback in a timely manner.

Your responsibilities:
- Give and receive feedback from me and your classmates respectfully and constructively in all interactions. This includes in Zoom chats, on WyoCourses boards, and within physical classroom spaces.
• Actively engage in civil discourse in a respectful manner. Use professional language in all course related forums.

• Communicate professionally. Whenever you send class-related email or messages, please include a clear, specific subject line and use the body of the email or message to explain the purpose for the email and any attached materials. Conduct yourself professionally.

• Meet assignment deadlines. We expect that you're interacting with course material multiple times during the week.

• Ask for help when you need it. For academic assistance for this course please contact me for available resources. For Dean of Students assistance please see: www.uwyo.edu/dos/student-resources/covid-19-student-resources.html

• Please let us know if you notice another student who needs help in our (anonymous) WyoCares referral option (https://www.uwyo.edu/dos/students-concern/index.html).

Information Technology (IT): If you have any IT related challenges, please contact the UWIT Service Center: https://uwyo.teamdynamix.com/TDClient/1940/Portal/Requests/ServiceDet?ID=8890

Student Attendance Policy

UW will adhere to UW Regulation 2-108 Student attendance Policy. However, during the COVID-19 pandemic, instructors are encouraged to add additional information on the attendance policy specific for their course and modality of delivery.

Coronavirus Pandemic Addendum to Attendance Policy: During the fall of 2020 and for the duration of the coronavirus pandemic, the attendance policy applies as noted below:

• Self-Quarantine and Isolation: Any student notified that they have tested positive for covid-19 or that they have been exposed to someone who has tested positive for covid-19 may need to isolate for up to two weeks at a time (www.uwyo.edu/alerts/campus-return/index.html). Students will not be penalized for having to self-quarantine for exposure to an known positive. Students who test positive will be told to isolate and should continue to complete course work online for the duration of their isolation as they are able.

• Illness: Under no circumstances are students to attend in-person classes if they are experiencing any symptoms of covid-19. Illnesses are covered under the Authorized Absence program managed within the Dean of Students Office (www.uwyo.edu/dos)

Note: All campus community members are requested to use the COVID Pass as tool to track their personal health symptoms. If a student enters their daily temperature and symptoms and receives a “fail”, they should notify their faculty they will need to participate virtually for that day.

Disclaimer: The University of Wyoming COVID Policy, including this Student Attendance Policy, is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. The COVID Policy may be modified based on the evolving environment and virus transmission. Please refer to this document regularly.
Hyflex Absences

An official student absence for the Hyflex version of this course is when a student meets the following criteria:

• The student misses a scheduled in-class drawing session.

• The student or a dedicated representative of the student fails to communicate the reason for their absence within the week of the absence.

• The student does not engage with the week’s course material and/or does not turn in the week’s assignment on time.

Online Absences

In the event that the course moves online at any point in the semester, an official student absence for the online version of this course is when a student meets the following criteria:

• The student does not engage with the week’s course material and/or does not turn in the week’s assignment on time.

• The student or a dedicated representative of the student fails to communicate the reason for not engaging with the course material and/or not turning in the week’s assignment on time within the week of the absence.

• The dedicated student representative is the person tasked by the student for reaching out on their behalf when they are not able - e.g. parents, other family member, significant other, etc. A faculty member can receive information from the student’s dedicated representative, but would need a FERPA release in place to discuss anything further. The Dean of Students will assist in these situations.