



Office of Academic Affairs

COVID -19 SYLLABUS GUIDELINES

Updated August 13, 2021

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.

This document contains recommended language for course syllabi. In some cases, instructor notes are provided for further clarification.

1. **COVID-19 Requirements:** As a matter of public health and safety due to the COVID-19 pandemic, all members of the University of Wyoming community must follow university, state and federal requirements. Please check the [UW COVID-19 website](#) for University policies, guidelines, and resources.
2. **COVID-19 Vaccine:** The University strongly recommends all students, staff and faculty to voluntarily take the COVID-19 vaccine. Please let me know if you have questions about the vaccine, including where you can get this free vaccine on campus. If you receive the COVID-19 vaccinations, you should upload documentation to the Student Health Service patient portal as soon as their vaccine series is complete. More information about vaccines can be found at: <http://www.uwyo.edu/alerts/campus-return/vaccination/index.html>.
3. **Facial Coverings:** Facial coverings are required in indoor spaces, including classrooms, studios and laboratories through at least September 20, 2021. This requirement does not apply to people alone in their offices or private spaces or in outdoor spaces, including those used for classroom activities. I will inform you of any changes to this requirement.

Instructor Note: At its September 15 meeting, the Board of Trustees will revisit the mask requirement by considering data including case numbers, testing prevalence and vaccine uptake. Please watch for University Communications following this meeting and modify your syllabus statements accordingly.

4. **Preventive Guidelines.** The University requires all students, faculty and staff to abide by the preventive guidelines established in the COVID Policy, including:
- Not coming to campus if you are sick.
 - Minimizing contact with shared surfaces.
 - Washing your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer.
 - Avoiding touching your eyes, nose, and mouth with unwashed hands.
 - Covering coughs and sneezes with a tissue or use the inside of their elbow

5. **Classroom Behavior:** Everyone in this class is responsible for maintaining an appropriate learning environment regardless of the mode of instructional delivery. 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.

Instructor note: These behaviors will be referred to the Dean of Students Office using the UWYO Cares Reporting Form for Student Code of Conduct processes.

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

7. **Attendance Policy:** Attendance may be impacted by the COVID-19 pandemic.

Instructor note: UW will adhere to [UW Regulation 2-108](#) (Student Attendance Policy). However, instructors are encouraged to provide additional information on the attendance policy specific to COVID-19, including information specific to your course and modality of delivery. Below are a few examples.

- a. 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 self-isolate or self-quarantine. Contact the COVID Hub for more information and to verify if you need to self-isolate or self-quarantine: 307-766-COVD (2683), COVID19@uwyo.edu.
- b. Students will not be penalized for having to self-quarantine or self-isolate. Course materials and assignments will be available for completion in an alternative modality if needed.
- c. Under no circumstances are students to attend in-person classes if they are experiencing any symptoms of COVID-19. If you live off-campus you should not come onto campus unless instructed to do so by Student Health Service. Illnesses are covered under the Authorized Absence program managed within the Dean of Students Office (www.uwyo.edu/dos)

d. 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 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.

e. Online Absences

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.

f. Delayed arrival due to COVID-19 pandemic

- In addition, some students may not be able to return to campus in time for the first week of classes due to complications arising from the global COVID-19 pandemic, including international travel restrictions and curtailed visa appointments. UW faculty are encouraged to accommodate students who cannot fully return to in-person, on-campus instruction so that those students can continue to make progress toward their degree.

8. Hyflex Course (if relevant): We know the past year has resulted in disruptions of many kinds and impacted many plans to continue your education. This course has a Hyflex component, which means that the class is taught on campus, but you can take

online. This type of course delivery may help you stay on track for your degree when you cannot be on campus but need to take in-person classes. Staying enrolled every semester is one of the very best ways to progress towards your degree.

Please note: Seating is limited and Hyflex delivery is not guaranteed. Please contact me to inquire about seat availability and Hyflex course procedures.

9. New Studying Resource: CircleIn

UW has made **CircleIn**, a virtual studying app/website, available to you and your classmates. You can easily hop on a video call with classmates, create study groups, and share helpful content. Earn points and rewards, just for helping and collaborating with your classmates.

To get started on your computer, phone, or other device, **Download the App** or visit the **App's Desktop Version**. Search University of Wyoming, enter your school log-in credentials, and select "Authorize" to get started.

Want to learn more? Visit the **Student Informational Website**.

10. **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. You can find the UW COVID Policy and other information at: <http://www.uwyo.edu/alerts/campus-return/index.html>.

Additional Information for Instructors

Courses expectations: You may want to include additional expectations regarding student responsibilities, such as:

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 include:

- 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>