

College of Arts & Sciences list of required syllabus guidelines for fall 2020

- Tech requirements for success in the class
- Teaching method (e.g. synchronous, asynchronous, online, hybrid, and/or face-to-face)
- Schedule of synchronous or face-to-face classes, making clear which dates and times students are expected to be either in class or online for synchronous meetings
- Contingency plan for entirely online instruction in the event of an emergency
- Online access/alternatives for quarantined or ill students
- Online office hours instructions

Provost Office's recommended guidelines

Please consider including the following additional guidelines, prepared by the Provost's team, to your course syllabi. Feel free to adjust the language, but please retain the meaning.

As a Community of Care, all Cardinals are expected to abide by public health guidelines and regulations as published by the University. For Fall 2020, this includes:

- 1) wearing of cloth/paper masks (covering nose and mouth) when in shared indoor spaces like classrooms, or when appropriate physical distancing cannot be maintained. (Per the code of student conduct--**revised July 2020**--a student who refuses to follow these guidelines may be asked to leave a classroom)
- 2) staying home when sick—any UofL community member experiencing fever, consistent dry cough, or other symptoms of contagious disease should remain at home until symptoms subside or advised that it is safe to return by a medical professional.
- 3) practicing good hygiene and responsibility for one's own surrounding.
 - a. Cover sneezes and coughs
 - b. Wash hands frequently with soap and water when possible; use hand sanitizer when soap and water are not available
 - c. Wipe down frequently touched surfaces
 - d. Maintain six feet physical distancing when possible

Faculty have the responsibility to help students meet these recommendations by:

1. allowing for remote participation in class when necessary and practicable
 - 2) allowing students absent for reason of illness to make up missed work and not to penalize students for these absences
 - 3) not requiring doctor's notes for absences of less than the equivalent of two weeks of class. If the absences occur on the day of a scheduled assessment, the student may be asked to provide documentation for the absence.
 - 4) notifying physical plant when classrooms are not adequately stocked with cleaning supplies and arranging classroom furniture or seating charts to maximize physical distancing where possible.