Syllabus Guidance, Fall 2020

Due to COVID-19 and it’s attendant challenges, we have a number of special requests relating to your Fall 2020 syllabus.

* *Please post your syllabus to Canvas as soon as possible but in no case last that August 17th, one week prior to the final fall registration period. Your Canvas class is available to you now, and students need to know how you plan to run your class this fall so that they can make the course decision that are right for them in this environment.*
* *Here is a disclosure regarding safety and the wearing of masks that everyone teaching an in-person or hybrid class should include in their syllabus:*

Safety and Class Participation/Masks: We will all need to make some adjustments in order to benefit from in-person classroom interactions in a safe and healthy manner.  Our best protections against spreading COVID-19 on campus are masks (defined as cloth face coverings) and staying home if you are showing symptoms.  Therefore, for the benefit of everyone, this is means that all students are required to follow two important rules.

* **Every student must wear a cloth face covering properly in class and in all campus buildings at all times**.
* **Every student must engage in documented daily symptom screening.** This means that each class day in which on campus activities occur, students must upload certification from the symptom tracking app and confirm that they completed their symptom screening for that day to Canvas.  Students should not upload the results of that screening, just the certificate that they completed it. If the symptom tracking app recommends that the student isolate rather than coming to class, then students must not return to class until cleared by a medical professional.

If a student is not wearing a cloth face covering properly in the classroom (or any UT building), that student must leave the classroom (and building). If the student refuses to wear a cloth face covering, class will be dismissed for the remainder of the period, and the student will be subject to disciplinary action as set forth in the university’s Institutional Rules/General Conduct 11-404(a)(3). Students who have a condition that precludes the wearing of a cloth face covering must follow the procedures for [obtaining an accommodation](https://orientation.utexas.edu/students-with-disabilities) working with Services for Students with Disabilities.

* *Here is a disclosure that you are encouraged to include in your syllabus to help in targeting the unauthorized distribution of class materials through Chegg, CourseHero, and other unauthorized online sharing sources that are often used for cheating. We will be taking additional proactive steps to help with this problem, but clearly disclosing to students in the syllabus that this is not authorized avoids ambiguity and supports your case with Student Conduct and Academic Integrity if unauthorized sharing of materials is reported.

Note that if you do wish to share your class assessment materials, as many faculty members do, we encourage you to do so by posting them in your course Canvas site to make sure all of your students have equal access:*

Sharing of Course Materials is Prohibited: No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class unless you have my explicit, written permission. Unauthorized sharing of materials promotes cheating. It is a violation of the University’s Student Honor Code and an act of academic dishonesty. I am well aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to Student Conduct and Academic Integrity in the Office of the Dean of Students. These reports can result in sanctions, including failure in the course.

* *Here is a disclosure that you must include in your syllabus if you are recording class sessions in which class members are individually identifiable in the recording (or if you think you may wish to make such recordings available to support students who are unable to attend class for COVID-related, or other, reasons). Legal has indicated that to be in compliance with FERPA we need to provide such a warning.

Note that class recordings made in Zoom should only be posted through Zoom’s integration with Canvas. When posted this way, students cannot directly download a copy of the recording (although other means of capturing recordings exist, hence the need for the syllabus warning as well):.*

Class Recordings: Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.