

Dear Colleagues:

In this CTE email, two items:

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Sample Syllabus Statements

I'm providing statements you may wish to use (with or without revisions/additions) in your syllabi to alert students to policies and practices specific to the fall semester. In addition to the following statements, please refer students to the Drake Compact and emphasize the importance of collective adherence to the commitments and understandings it outlines.

- **Masks and Social Distancing:** When we do meet in person, we will all wear masks and maintain social distance to minimize the likelihood of the spread of the novel coronavirus. Doing so is not only a requirement in my class, but is also a campus-wide policy. I will ask those who choose not to wear a mask to leave the classroom and, following guidance from the Provost's office, I will alert the dean of students' office. As a last resort, if a student without a mask refuses to leave class, I will contact Drake Public Safety.
 - **Please note:** Faculty have authority to insist that students adhere to masking and social-distancing requirements. Remember that if students do not do so, there is a risk of your whole class being required to move to a virtual modality for two weeks or more should someone in the room test positive. (Being in the presence of someone who tests positive *if at distance and everyone is masked* does not constitute "exposure" for the purposes of requiring quarantine.)
- **Camera Use for Virtual Attendees:** A substantial part of your learning in this course will depend on your active and attentive engagement in class discussions and other collaborative learning opportunities. I strongly encourage you to turn on your camera during collaborative exchanges to help sustain a sense of community and co-presence as we learn together. However, doing so is not required; if you have reservations about doing so, please let me know in advance so I can plan accordingly.
 - **Please note:** Students cannot be required to use their cameras during synchronous instruction *unless a stated outcome of the course requires the instructor visually to assess the performance of a particular skill* (e.g., applying

stage make-up; using American Sign Language; demonstrating a clinical practice).

- **Instructions for Students who Test Positive:** If you test positive for Covid-19 or have been exposed and need to isolate yourself, please send an email to dos@drake.edu from your Drake email account and include your full name and student ID along with information about your situation. College and schools' deans' offices will then contact your professors, who will work with you to provide fully virtual learning opportunities during your quarantine and/or recovery. If possible, however, please also alert me directly that you will begin attending virtually, and I will work with you to help you make the transition to that modality. You do not need to tell me why you need to move to a virtual experience.
 - **Please note:** Students cannot be required to disclose medical information—about Covid-19 or any illness—to their professors. Professors who do learn of their students' health status must not share that information with other students.
- **Instructions for Students about Self-Monitoring and Experiencing symptoms.** Please carefully monitor your own health and wellbeing throughout the semester, including frequently taking your own temperature. If you experience [Covid-19 symptoms](#) or a fever, even if you do not test positive, *please do not come to an in-person class meeting*. In addition to alerting the dean of students' office at dos@drake.edu, please alert me that you will begin attending virtually, and I will work with you to help you make the transition. You do not need to tell me why you need to move to a virtual experience.
 - **Please do not plan to assess your students' health yourself**—i.e., by asking about their health or taking their temperatures: Instead, please use the language above to explain to students their responsibilities for self-monitoring.

Student Enrollment Status: Online or In-Person?

Last week, I sent out directions for downloading class rosters to find out whether students have requested fully virtual instruction. Some faculty have discovered that they cannot see what is indicated in the "Online" column on downloaded roster spreadsheets; so, I am reposting the directions here with one final step added to solve that problem.

1. Log into my.drake.edu.
2. Under the Faculty & Advising section, select the **Class Lists** icon.
3. When MyDUSIS opens, select the **Fall 2020** term and click the **Submit** button.
4. Using the pulldown menu, select your course and click the **Submit** button.
5. Scroll to the bottom of the screen and select the **Download Class Roster** link.
6. Enter your **CRN** and click the **Get Roster** button.
7. Select the **Download Class Roster** link. This will download your roster into an excel file.
8. On the excel file, scroll to the "Online" column (column AF). Students with a "Y" indicator have opted for remote delivery.

- On some downloaded rosters, student email addresses in column AG obscure the Online modality indicator is in column AF. That ordinarily means that the student has not selected virtual-only instruction. However, to be doubly sure, use the cursor to expand the width of the email address column (AF) at the top of your downloaded roster spreadsheets to reveal the Online column (AG). If you need more guidance on how to reset column widths in Excel documents, please visit [this link](#).

Please recall that this information can change up through the week of August 17th.

Enrollment Validation in a Virtual Environment

Students are required to validate their enrollment in each course by attending the first class meeting for each. Since the first week of classes takes place virtually, please plan to provide your students a mechanism to validate their attendance. If you meet with your students synchronously during that first meeting, please take attendance. If your first class period is an asynchronous virtual activity, such as an introductory post, a Q&A about the syllabus, or some other kind of engagement, please make sure it's required and that students understand that completing it on time will serve as the enrollment validation. As usual, the registrar's office will send out complete directions for submitting enrollment validations shortly before the first week of class.

All best,

Craig