Syllabus additions for Fall 2020

Suggestions for Fall syllabus - possible boilerplate language, faculty can copy and paste into their syllabi. This **IS NOT** mandatory, simply recommendations.

Office hours policy

Prof. _____ 's office hours will be held in _____ during these times and by appointment. (for example: Canvas Conferences, WebEx, Canvas Chat, etc.)

- If the class is face to face, the College policy on wearing masks and social distancing:

From the return to Campus Plan: All students, faculty, staff and visitors will be required to wear a face mask/covering at all times when they come onto campus. This includes wearing a mask while in class, when receiving services in any College office, and in common areas including on-campus outdoor spaces. Out of respect for others, please observe at least 6 ft. of social distancing at all times.

- A general statement about encouraging students about contacting the instructor for questions (I have something on my announcement board that I am glad to jump on a Webex with them at any time if they are not clear about directions in an assignment)

Prof. _____ is available for questions and comments from ___ to ___. Please contact your instructor via _____ (example: I use Remind, you may use WebEx, or Canvas Conferences, etc.)

- I encourage you to reach out to me, your classmates, or our school advisors if your circumstances change and you feel that you need help.

All instructors and students have access to create virtual meetings in either Canvas Conferences or WebEx, based on the instructor's preference in setting up the course. To join an already scheduled meeting, visit the Conferences or WebEx tool in the course menu and click Join. To create your own meeting, click New Meeting (in WebEx) or +Conference (in Conferences) and fill out the form to schedule or begin your meeting.

*** Please review these instructions for creating virtual office hours, before setting your policy.

Lecture Language

This is a "live-online" course. We will meet from _____ to _____ on _____ every week. Attendance at lectures is mandatory and expected. However, since technology is not

always reliable, lectures will be recorded. In the event my technology fails, please check your email around the time of the beginning of our meeting in case there are delays or a cancellation.

Attendance

Attendance for streamed lectures is expected/mandatory and lateness may count against you. Please be aware that failing the course due to excessive absences may have implications for financial aid.

Student Emergency Funds

A computer and wifi are necessary to complete our course. If you find yourself without a computer or reliable wifi, or if you are unable to purchase class materials **due to financial hardship**, you can apply for student emergency funds. (Applying is not a guarantee that you will receive funds). You can schedule an appointment to speak to an advisor about the process or you can contact one of the Student Support Services Coordinators: https://www.fscj.edu/student-services/student-resources/services-for-students-with-disabilities/locations-contact-information

Tech-Related Language

Because of the continued remote instruction requirement due to the COVID-19 pandemic, this course will use _____(Canvas Conference/ Webex) for some synchronous ("real time") class meetings. Meeting dates and times will be scheduled through Canvas and should appear on your calendar.[1] (An instructor would need to add the Canvas Conference to the calendar – it is not there automatically. WebEx does add a scheduled meeting to the Canvas Calendar.)

This class or portions of this class will be recorded by the instructor for educational purposes. These recordings will be shared only with students enrolled in the course and will be deleted at the of the _____ course. Your instructor will communicate how you can access the recordings.[2]

Some of the sessions in this course will be recorded or live-streamed. Such recordings/streaming will only be available to students registered for this class. These recordings are the intellectual property of the faculty and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students

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[1] Language borrowed from https://fctl.ucf.edu/teaching-resources/course-design/syllabus-statements/
[2] This language is borrowed from https://www.northwestern.edu/provost/policies/recording-class.html

may not share these sessions with those not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).[3]

If you are not eligible and are unable to get access to a computer, please email me so that we can discuss your options asap.

Optional Tech-Related Language

TECHNOLOGY REQUIREMENTS: A computer and Wi-Fi are necessary to complete our course. If you find yourself without a computer or reliable Wi-Fi because of challenging circumstances, you can apply for a student technology award or the free technology lending program through the Library and Learning Commons. Please note that assistance with obtaining a laptop or webcam will be available while the College's technology supplies last.

FSCJ also maintains outdoor access points **at each campus and center** for students who need **wireless internet access**.

Library and Learning Commons

The Florida State College at Jacksonville Library and Learning Commons (LLC) offers currently enrolled students taking traditional, hybrid, and online courses individualized tutoring services, computers with Internet access, and a variety of learning and research tools. In addition to in-house materials, online library services and resources can be accessed through myFSCJ by clicking on the Library and Learning Commons link in the Useful Links box. Once logged in, all resource links (including those listed below) will provide unrestricted access to all library resources.

Visit the Library and Learning Commons information site to learn more about locations, hours, and services. For answers to FAQs, email, and chat options, visit FSCJ LibAnswers.

Need help with research? Schedule an appointment with one of the College's reference librarians.

Other Helpful Links to Library Resources:

- LLC Webpage : find information about library and tutoring services available

- Library Catalog : search for physical and online library materials

- Databases : search online e-books, articles, streaming videos, and more

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[3] This language is borrowed from https://www.colgate.edu/about/campus-services-and-resources/academic-continuity-during-disruption-caused-covid-19

- [Appointments](#) : schedule a meeting with a librarian for help with research projects

- [LibChat](#) : connect with a librarian for online live chat

- [Library FAQs](#) : receive answers to frequently asked questions

- [LibGuides](#) : access online guides that serve as a starting point for research projects

Suggestions for Encouragement and Inclusiveness

- Persons who have religious or cultural observances that coincide with this class should let the instructor know in writing (by e-mail for example) by [date]. I strongly encourage you to honor your cultural and religious holidays! However, if I do not hear from you by [date], I will assume that you plan to attend all class meetings. *

- The readings, class lecture, and my comments in class will suggest a particular point of view. This perspective is my own and **does not have to be yours**! I encourage you to respectfully disagree with the ideas in the readings and lectures as well as the perspectives of your colleagues in the course. **Please express yourself**!! A significant part of a college education is learning about the complexity of various issues; therefore, it is important that we listen and respect one another but we do not have to agree. A richer discussion will occur when a variety of perspectives are presented in class for discussion. *

    * Possible addition to this language: As with all higher education, you must also prepare to have your ideas, beliefs, traditions, concepts be challenged. We are ethically bound to seek the truth, even if that truth makes us feel uncomfortable. Hateful, bigoted, racist, sexist, and other forms of inappropriate behavior are not acceptable, although such speech can and perhaps should be interrogated so long as it is not wielded as a weapon.

- Florida State College is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact our Student Assistance Program: (904) 384-1800 (local), (855) 384-1800 (toll-free) or visit fscj.personaladvantage.com.

- Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies for adapting assignments to meet both your needs and the requirements of the course.*

*Items from https://sites.lsa.umich.edu/inclusive-teaching/inclusive-classrooms/inclusive-syllabus-language/

Tutoring and Online Library Services

The Library and Learning Commons continues to offer tutoring and research support in a virtual environment! FSCJ tutors can be found in Brainfuse Tutor Match (access through the myFSCJ portal or Canvas). Online library resources, including live help, research appointments, databases, and eBooks can be accessed at https://guides.fscj.edu/llc.

Testing and Remote Proctoring

Testing online is proctored so you should plan for the correct amount of time that you will be uninterrupted and able to concentrate solely on the test.

*Be sure to define appropriate testing behavior relevant to the tests being proctored.

Students On Campus

Please review the following information if you are planning on physically visiting campus: https://www.fscj.edu/docs/default-source/covid/students/student-resources/fscj-student-return-to-campus-plan---2020-07-22_v03-(1).pdf?sfvrsn=d3ef89d5_8