



This document focuses on the specialized guidance and support needed by faculty and students teaching and learning during the pandemic. This document contains both **ADVICE** and ***Suggested Syllabus Language*** to support faculty in writing syllabi for Fall 2021. It is meant to be a supplement to typical syllabus language templates (e.g. those based on the [Course Expectations and Requirements](#) contained in Part VI, Section I of the ECU Faculty Manual). The document aligns with the recommendations of the Fall 2021 Planning Team [Instruction and Research](#) subcommittee, and contains information adapted from the recommendations of the Summer 2020 Ad-Hoc Instructional Task Force and the Distance Education and Learning Committee.

## **ADVICE**

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### ***Suggested Syllabus Language for:***

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## **ADVICE: GENERAL**

1. The Fall 2021 Planning Team [Instruction and Research](#) subcommittee report is meant to be read in its entirety before making best use of this supplemental document.
2. Faculty should make Canvas course shells and attendance policies available one week before the start of the course and publish the course syllabus on Canvas by the first meeting day of the course.
3. Faculty should provide grades in Canvas (not just end-of-term grades) throughout the semester.
4. Faculty should complete Starfish reports and communicate regularly with students about their progress in the course. All these measures will ensure students have one location for grades and syllabi. Additionally, faculty are encouraged to use Starfish to provide KUDOS and to alert other offices quickly if students are having performance or attendance issues.



**Suggested syllabus language for in-person classes:**

As stated in ECU's [Community Expectations](#), by working together, we can keep Pirate Nation safe for a successful Fall 2021 semester. Therefore, we will be observing the following class policies related to your health and safety:

- All students are required to comply with the [University Regulation on Face Coverings](#). No student will be allowed into the classroom without a face covering or mask worn properly over both the mouth and nose. You must wear a face covering properly the entire time you are in class.
- If you do not have access to a face covering, you may obtain a mask from Dowdy Student Store, Pirate Pantry, or another provider of masks.
- Maintain appropriate social distancing in hallways or common spaces prior to and after class, and stay spaced as much as possible in the classroom.
- Follow all posted signage related to entry, exit and pedestrian flow within classroom buildings.
- Conduct a daily health screening using the CDC's [COVID-19 symptoms](#) list. Do NOT attend class if you answer yes to any item on the list or if you are experiencing symptoms of any illness.

**Suggested syllabus language for delivery method flexibility and continuity of instruction:**

In the case of localized outbreaks affecting our classroom identified by health officials, we will transition to online delivery for up to two weeks for your safety. Health officials will closely monitor conditions and may need to contact you by phone to help them monitor public health conditions. Please ensure [your phone number is up to date in PiratePort](#). After this period of up to two weeks, we will resume on campus in-class activities. The temporary move to online course delivery will not affect the due dates for exams, quizzes, assignments, or any other form of assessment. If the course schedule requires adjustment, I will always notify you.

If the course moves online, you may be required to attend synchronous class meetings at the established class times via [*insert technology: Webex, Teams, etc. – give personal room URL or other details about how the student can access the class*]. Class meetings will be recorded for students who have poor internet connections.

I will post all course materials and class meeting recordings, if available, on Canvas. Students unable to attend should access those notes and materials and contact me if they have any questions. The Canvas course will be used for all communications, assignments, and assessments. It is recommended you save on your computer and/or print a copy of the syllabus, assignment schedule, and other important course material. In the event of a Canvas outage, I will use email to communicate with you.



## **ADVICE: VIDEO RECORDINGS**

Digital media content protected by [FERPA](#) must be password protected to ensure this content is not accessible to persons outside ECU. This includes any digital media recordings that include student identifiers or student interaction.

Access to digital media captured for the purpose of an ECU registered course should be restricted to only those faculty and students registered to teach or take that course; thus, hosting videos on Canvas would meet this requirement. Access to this content may only be granted to ECU faculty, staff or external guests at the permission of the instructor of record for that course.

Faculty recording their classes that may include student images or audio should be aware of the consent requirements when recording a lecture or class, guest lecturers, interviews, and PK-12 students in conjunction with a class project. If you are recording your course but not focusing the camera on your students then you need to include the syllabus language below on the course syllabus. If you are recording and focusing on students then you need to include the syllabus language AND have students sign a [Media Consent Release Form](#) that you permanently keep for your records.

[Media Consent and Release Guidelines](#)

[Media Consent Release Guide and Form](#)

[Digital Media Capture Terms and Conditions](#)

### **Suggested syllabus language for class recordings:**

This class will be recorded and broadcast on the internet and/or distributed on other electronic media now or hereafter known. These recordings may contain your image and your voice. You must notify me as soon as possible if you DO NOT want your image and your voice contained on the recording. If you do not so timely notify me, then you understand and authorize that as part of this class we may record your image and record your voice and broadcast it on the internet and/or distribute it on other electronic media now or hereafter known.



## **ADVICE: ATTENDANCE**

Instructors are encouraged to craft flexible attendance policies and should be careful not to incentivize students to attend class when they are ill or a potential risk to others. Instructors may find the [CANVAS' Attendance tool](#) helpful if they would like to create a seating chart and conduct roll calls. See the Fall 2021 Planning Team [Instruction and Research](#) subcommittee report for additional advice and ideas on attendance policies and expectations.

### **Suggested syllabus language for attendance:**

This is a face-to-face class. Your attendance, in person, is expected...

*[Specify class attendance policy.]*

In case of an outbreak, the class may be moved to an online format for up to two weeks. During this period, the *[specified attendance policy]* will remain in effect. If you have poor internet access, contact me within 48 hours of the announcement of the online move to work out a plan for attendance.

### **Suggested syllabus language for faculty to make students aware of the technology requirements for the course. Faculty should adapt as needed based on their requirements:**

In this course, you will have online activities such as *[insert course-specific online activities such as discussion boards, online quizzes, journaling, reviewing lectures, and peer-reviewing assignments]* outside of class in Canvas ([canvas.ecu.edu](https://canvas.ecu.edu)). This class requires reliable access to a computer and a microphone for recording presentations and providing peer review feedback. Webcams are an option for office hour interactions but are not required. [Please review the ECU Computer Recommendation](#).

Equipment—including computers, webcams, headsets, and hotspots—is available for checkout at both ECU libraries:

- [Equipment Available for Checkout from the main campus library \(link\)](#)
- [Equipment Available for Checkout from Laupus Library \(link\)](#)

**ADVICE: FOR FACULTY CONSIDERING PROCTORING OPTIONS**

Per the faculty manual, instructors should clearly describe the procedures for tests and quizzes in the course syllabus. This includes proctoring requirements for face-to-face, hybrid, and online courses. Only university approved proctoring systems (e.g., Respondus Monitor in Canvas, Examity through UNC Online) should be used. Publisher tools like McGraw Hill and Pearson are now including proctoring options; however, before requiring these proctoring systems, please ensure there are contracts in place with these vendors and they have the [appropriate security review](#). More information regarding the approval of software and the storing of FERPA data can be found within the [Software and Data Collection Services Acquisition Regulation](#).

In the event your modality changes during the semester, please note students must be informed of any testing fees at the time of enrollment. Additional fees for online proctoring cannot be passed to the students if they are not informed in advance. If these costs and requirements were not included on the syllabi, then you cannot shift from face-to-face proctoring to online proctoring.

We strongly encourage faculty to adapt course assessments this week and use assessments that do not require online proctoring. Please consider options such as using Canvas for assessment, assigning alternatives such as papers, recorded presentations on the computer or smartphone, cumulative projects, or discussions. Format online exams as open book with shorter time frames.

**Suggested syllabus language for faculty using online proctoring to make students aware of proctoring systems, costs, and technology requirements:**

There may be additional fees for verification of student identity and integrity for proctored examinations. The systems used for verification of student identity and integrity for proctored examinations may require the use of webcams, audio, recording of the computer screen and the student, capturing of other personal information such as student identification cards, and the storing of this collected data for review of security and integrity of the examination(s). By registering for this course, you are consenting to the use of these systems and the collection of this personal information for the purposes of proctoring and maintaining the integrity of the exams administered in this course.

This course requires *[indicate proctoring information here e.g., proctoring system used, technology requirements, and any associated costs]*.