**Syllabus Considerations for Course Delivery During the Pandemic**

The purpose of this document is to provide Wright State University faculty with a template for syllabus headings that include topics and examples considered best practices for the course delivery options during COVID-19. Faculty may adapt the following as relevant for their classes so their syllabi reflect the Wright State protocols for COVID-19: [wright.edu/coronavirus/academics#course](https://www.wright.edu/coronavirus/academics#course).   
  
In this template you will find some bolded topics to be general across typical course syllabi, but also some topics that are specific to your course delivery choice and university COVID-19 protocols. Please use the following bolded headers and descriptions as a guide to help you find where your previous syllabi may benefit from edits and/or additions. This syllabus template was created and approved by the Academic Reopening Committee and incorporates some adaptations of material from University of Arizona, University of New Mexico, University of Alabama, and Marquette University.

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TEMPLATE:

**Wright State University has extensive information on COVID-19-related protocol at** [**wright.edu/coronavirus**](http://www.wright.edu/coronavirus)**.**

**Safety procedures:**

**<Insert more information as you see fit here, particularly from university protocols for In the Classroom, Student Safety, Lab Safety, and COVID-19 protocols** [wright.edu/coronavirus/current-student-information#protocol](https://www.wright.edu/coronavirus/current-student-information#protocol)**>**

**Masking:** Masks are required to be worn as part of Wright State COVID-19 protocols. Acceptable masks must cover your nose, mouth, and chin. If you forgot your face mask, please seek out available masks before coming to class. Masks will be available at designated campus areas. Those seeking medical exemptions, or alternatives to meet making requirements should visit [wright.edu/diversity-and-inclusion/disability-services/mask](https://www.wright.edu/diversity-and-inclusion/disability-services/mask).

**Physical distancing:** At all times, all students, faculty, and staff are required to maintain a physical distance of six feet from one another, including when entering and exiting classrooms. Please maintain distance within the classroom.

**Sanitation:** To minimize the spread of infection, all should frequently wash hands and utilize hand sanitizer when in contact with any high-touch surfaces (doors, elevator buttons, stair railings, public counters, computers, desks, etc.). At the end of every class session, students will spend time sanitizing our spaces to help mitigate the risk of spreading coronavirus. These materials will be available in the classroom space.

**Course-specific safety procedures**: In addition to university safety protocols and procedures, this course will take additional precautions in the form of **<list additional safety measures here>.**

**COVID-19 protocols:** Check your temperature before coming to campus. Do not come if you have a fever of 100.4 degrees or experience any symptoms of COVID-19, including shortness of breath, chills, sore throat, or loss of taste or smell. Do not come to class if you have been exposed to someone diagnosed with, tested for, or who exhibits symptoms of COVID-19. For more information on university COVID-19 classroom protocols, stay up-to-date on current student information here: [wright.edu/coronavirus/current-student-information#classroom](https://www.wright.edu/coronavirus/current-student-information#classroom).

**Course delivery:**

**Online, asynchronous:** Students do not need to be on campus for any portion of the course work for this class. Instruction and interaction are managed through PILOT. Day and time are not listed in the course schedule, and students do not have a set time to log in for instruction

**Online, synchronous:** Students do not need to be on campus for any portion of the course work for this class, but do need to be present in a remote environment for specified days and times during the week. Day and time for meetings are available on the course schedule.

**Flexible delivery**: This course utilizes a “flexible” delivery mode. Students are allowed to be on campus for face-to-face instruction at specified time and place listed on the course schedule. Students may also select to participate remotely or be asked to participate remotely by the instructor to accommodate social distancing.  Because health and safety are a priority, students may participate in this course remotely at any time or return to face-to-face education. Instructions for how to participate remotely are available in the syllabus.

This **flexible delivery** course will have face-to-face opportunities in the form of **<choose all that apply>**:

**Mixed mode/staggered delivery:** This course will be meeting partially in a face-to-face environment and partially online. Due to social distancing protocols, some of you will come to campus for face-to-face instruction on **<day/s>** while others will come on **<day/s>.** On other days of the course, students will participate remotely, as described in the syllabus. The professor will inform students which days they will come to the classroom for face-to-face instruction.

**In-person discussion/activities**: This course will have online lectures and scheduled face-to-face discussion and/or hands-on activities. See the course schedule in the syllabus for face-to-face discussion dates and times.

**In-person lectures**: This course will have in-person lectures and/or hands-on activities with options for remote learning. Face-to-face lectures will be **<fill in remote option here, e.g. live broadcast, lecture recording, etc.>.**

**Face-to-face delivery**: This course has direct faculty-student interaction occurring primarily in-person, but also may include some online instruction (not to exceed 20 percent). There is no remote option for this course. In the event of a statewide mandate requiring all courses to move to

remote learning, please pay close attention to your email for how we will proceed.

**Communication for remote course delivery:** In all courses, but especially those delivered in remote formats, communication is critical for your learning experience and success in this course. Please be respectful to me and other students as you communicate. Tips for successful communication, and online learning in general, can be found here: [wright.edu/student-success/academic-support/tips-for-online-learning](https://www.wright.edu/student-success/academic-support/tips-for-online-learning).

**Required technology for remote delivery options:** This **<enter course delivery type here>** course requires you to have access to **<list technological items here>.** If you do not own or have access to any of these items, please see the “Remote Support Information” options through CaTS and contact them for assistance here: [wright.edu/it](https://www.wright.edu/information-technology). In the event CaTS does not have support options for any of the listed items above after contacting them, please contact me via email as soon as possible.