

# Fall 2021 Syllabus Statements

*The statements provided below serve as a supplement to the course syllabus. These statements address important safety information and technology use relevant to changes made in response to the pandemic. If you have any questions about these statements, please speak to the faculty member teaching this course.*

Faculty: Complete sections with blue highlighting and remove the highlighting. Delete this statement and any information that does not apply to your course.

# Pandemic Safety

**Safety**: As indicated by the UROC [FAQ](https://www.stockton.edu/return/faq.html) site, there are extensive safety protocols in place including enhanced cleaning procedures.

**Mask Requirement**: As indicated by the UROC [FAQ](https://www.stockton.edu/return/faq.html) site, everyone, regardless of vaccination status, is required to **wear a mask through the entirety of the class session** and in most campus areas.  This mask requirement applies to all courses with an in-person component, no matter how brief, including traditional and hybrid classes, labs, seminars and studios.

If students do not have a mask, disposable surgical masks will be available in the Wellness Center, the Campus Center Information Desk, the John F. Scarpa Academic Center Information/ Security Desk at the Atlantic City campus, and in most division office suites throughout the Galloway and Atlantic City campuses.

Faculty will instruct students not wearing a mask to leave the classroom. Failure of a student to comply will result in additional actions.

Note: Students who cannot safely wear a mask for medical reasons may submit an accommodation request to the [University’s Learning Access Program](https://www.stockton.edu/wellness-center/disability-services/accommodation-process.html). If an accommodation is granted, the student will be given an accommodation letter to provide to the course instructor.  The student may wear a face shield or alternate face covering as an approved accommodation.

**COVID Illness**: Residential students experiencing [COVID-related symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), will remain in the residence hall and non-residential students will not come to campus. Students should log onto the Stockton *GoPortal*, choose the “Student Life” tab, click the red “Stockton COVID-19 Reporting” button, and complete the form. After completing the form, students will be contacted by Student Health Services. [The Dean of Students Office](https://www.stockton.edu/dean-of-students/) will assist with contacting faculty to make any necessary arrangements if you need to miss classes.   If you are diagnosed with COVID, please follow the instructions on the Student Assistance Resources page.  If COVID impacts your educational experience, it may be useful to be familiar with the following policies:

* Procedure #2018: [Drop/Add and Withdrawal from a Course](https://www.stockton.edu/policy-procedure/documents/procedures/2018.pdf)
* Procedure #2020: [Leave of Absence/Withdrawal from University](https://www.stockton.edu/policy-procedure/documents/procedures/2020.pdf)
* Procedure #2030: [Course Attendance](https://www.stockton.edu/policy-procedure/documents/procedures/2030.pdf)

View the [Academic Calendar](https://www.stockton.edu/registrar/academic-calendar/index.php) for Fall 2021 including course drop and withdrawal dates.

**Contingency Plans**: The University monitors campus-wide health and safety conditions, including possible or confirmed COVID-19 cases. Decisions regarding potential contingency plans are made by appropriate administrative executives in accordance with public health guidelines.  Monitor current updates by checking the [Campus Operations During COVID website](https://www.stockton.edu/return/). Based on decisions made, faculty will communicate specific plans for this course.  Should the plan involve use of computers and you do not own a computer, Stockton has a temporary device lending program for students who do not otherwise have access to a computer off campus. Students should contact the ITS Help Desk for more information (609-652-4309).

# Class Structure

This [choose or modify: online/hybrid/in-person] class will be conducted using technology such as Zoom, Blackboard and [list other third party educational tools].

# Course Technology

This course requires students to have access to a Windows 10 PC or Mac computer (desktop or laptop) with Wi-Fi connectivity. Additionally, students must have technology that allows audio and video transmission to facilitate faculty and student interaction important for learning. A web camera and headset or microphone are expected course tools. During class meetings on Zoom or other video conference system, students may be required to be visually seen and/or heard. Class sessions may be recorded and made available for educational use in this course. Students may use appropriate virtual backgrounds when participating in virtual sessions. If students require accommodations due to a restriction against participating in any audio or video recordings, speak to the faculty and seek guidance from [Stockton Cares](https://stockton.edu/dean-of-students/stockton-cares.html) to be directed to the appropriate office for accommodations.

[Use, replace or modify] We will use Zoom and Blackboard [add other technology requirements or software] in this course. Specifically, we will use Blackboard to host course documents including the syllabus and conduct class activities such as discussions, assignment submission and taking tests. Zoom will serve as our virtual classroom. It is important to follow all instructions related to the use of course technology.

Blackboard: Do not share your Blackboard username and password. All content in Blackboard belongs to the course and may not be recorded, copied or provided to others. Review the available [tutorials](https://stockton.edu/blackboard-tutorial/student-tutorials/index.html) to help you navigate Blackboard.

If you are planning to access Blackboard with a mobile device, download the app from the [App Store](https://apps.apple.com/app/blackboard-app/id950424861) (iphone/iPad) or from [Google Play](https://play.google.com/store/apps/details?id=com.blackboard.android.bbstudent&hl=en) (Android phones and tablets). The Blackboard app permits you to view course content, take tests (unless Respondus is required) and obtain your grades.

Zoom: Students will join Zoom sessions using the link provided in Blackboard. Faculty may record Zoom sessions for use as part of the course. Faculty will delete course recordings 60 days after the semester ends. Students may not record, share, or retain any Zoom sessions without written permission from the course instructor. Zoom session information including session passwords may not be shared with anyone outside of class as a protection against zoombombing and unauthorized viewing of course materials.

# Expectations for Technology Use

Technology is an essential delivery method of course instruction and part of our learning environment. However, when used inappropriately, technology may hinder learning. If sharing your computer screen during a scheduled videoconference session, only display information pertaining to the course content. Students may not share videoconference session information with anyone who is not a member of the course. Inappropriate use of technology can be distracting to your peers, causing negative effects on the learning environment. Respect for your peers and faculty is expected. For information about online netiquette, review <https://coursedesign.colostate.edu/obj/corerulesnet.html>.

Technology may not be used to record class material without prior approval of the faculty or your peers. Recorded video or audio may be permitted for a student with appropriate accommodations and may not be shared in any public manner. Materials recorded for personal use are to be deleted at the end of the semester unless written permission is provided by the faculty.

# Testing Using Respondus

This course requires students to have a webcam, microphone and the [Respondus Lock Down Browser](https://stockton.edu/blackboard-tutorial/instructor-tutorials/respondus-lockdown-getting-started.html) to complete specific course assessments such as exams, tests, or quizzes. Audio and video information during the assessment period may be recorded for security purposes. Note: downloading the Respondus Lock Down Browser and providing consent to record your assessment session will be required to take exams in this course.

# Attendance

[Use, replace or modify]Students are expected to attend or participate in all class sessions as active engagement in discussion and activities is a necessary component of learning course content. Additionally, faculty are required to report course attendance, learn more about [enrollment verification](https://stockton.edu/financial-aid/enrollment-verification.html). Being prepared for class to start on time is an important professional skill and courtesy to others. If the class is fully online, students are expected to participate and log-in to virtual sessions or check Blackboard a few times each week.

Notification of an absence or lateness is to be made via email to [your e-mail address goes here] as soon as possible. Missing class for religious observance or other University excused event should be reported by email to faculty as soon as possible, but at least 1 week prior to the absence.

If a student is ill due to COVID, the student will report expected absences to faculty. A student who tests positive will be required to quarantine. If a student is ill for an extended period, student should contact faculty to make arrangements for a missed course work and review Stockton’s [leave of absence policy](https://www.stockton.edu/policy-procedure/documents/procedures/2020.pdf). Students may contact [Stockton Cares](https://www.stockton.edu/dean-of-students/) if illness is creating issues with course completion.

It is the student’s responsibility to ask classmates for materials missed due to lateness or an absence. Please refer to Stockton’s [course attendance procedure](https://stockton.edu/policy-procedure/documents/procedures/2030.pdf). Students must inform the instructor in writing of the absence and make plans to meet course requirements. In the event of an emergency or long-term absence that prevents students from completing work, students will contact faculty. Describe your course’s attendance and make up policy.

# Continuity Planning

[Use, replace or modify for your course based on program or University guidance.] Emergency closings and course cancellations/modifications may occur for a variety of reasons including inclement weather, virus outbreak, and other unforeseen events. If we have an emergency and cannot use our typical course communication methods, faculty will communicate via your Stockton email account. The email will contain instructions about continuing our learning during the emergency situation.