

Important Information for Course Syllabi, 2020-21 Academic Year

For the Fall 2020 semester, faculty will need to ensure students understand details about every course, including COVID contingency plans, starting on the first day of classes. This document provides the following:

- COVID Planning
- Recommendations for items to post in your **syllabus**, including handling of COVID-specific situations
- Recommendations for using **campus systems**
- **Language** for campus and system policies (**boilerplate to copy and paste into your syllabus** or on your course's Canvas home page)

If you have questions about this information, please contact the Office of Academic Support at 573-341-7276 or academicsupport@mst.edu.

COVID-19 Information

Faculty should anticipate how their courses will change because of the COVID-19 pandemic.

Campus-wide information is provided to students in the [Miner Roadmap](#). Faculty may consider how the course will change in various scenarios; no single plan will work for everyone. This list gives general guidance related to educational continuity during the pandemic:

- Inform your students verbally and in writing (on Canvas) what will happen if campus closes and your course changes to an online format. Explain whether students will need to have laptops, textbooks, printers, web cams, scanners, headsets, microphones, or other resources if campus closes. Provide suggestions about how they can procure those items and consequences for not having them.
- Consider which assessments, assignments, and other requirements may need to be altered in the case of a campus closure, and tell students how they will be given information about such changes. Canvas and the Canvas *Announcements* or *Inbox* email service are recommended.
- Explain to students which, if any, practices will change if the course goes wholly online. For example, explain how the policies about examinations and group work, and the expectations regarding originality and academic dishonesty, will be different if students are working remotely.
- [S&T Campus policy I-12](#) "requires all Missouri S&T students, staff, faculty, and visitors to wear a cloth face covering in classrooms, common gathering areas, and during activities when consistent social distancing cannot be maintained." Students need to adhere to this

policy until it is canceled. Repeated incidents with the same student should compel the faculty to treat the incident as a breach of the student code of conduct, and to report it to the Dean of Students, who will investigate the incident using the [UM System standard of conduct](#). Complete guidance for faculty is provided in the [Classroom Guidance on Face Coverings for Faculty](#).

- Explain what students will need to do if they become ill or unable to attend class or take tests on campus.
- Explain how the course will continue if the instructor becomes ill.
- Identify the length of time students should wait for responses to their emails.

Recommended Syllabus/Policies Checklist

- Course title, number, section, and description from catalog
- Course goals, student learning outcomes
- Expectations regarding attendance and participation
- Policy on late work, make-up tests, and extra credit
- List of deliverables (with anticipated due dates, if known)
- Description or table of assignments, with grade weights (if known)
- Advice for students about how to engage with the course and succeed
- Required materials including [face coverings](#) (for in person courses), software, hardware, computers, and textbooks
- List of recommended resources for students (useful Web links, books, software, campus services such as LEAD, Writing Center)
- Grading criteria or rubrics

Campus Systems and Resources

Canvas. Use Canvas (canvas.mst.edu) as the site to house the syllabus and policies, calendar, and gradebook. Students rely on Canvas as the “home” for the site, even in an in-person course. In the event of a campus closure, Canvas is the single most useful resource for instructional continuity.

Reporting Academic Dishonesty. A new online form will facilitate faculty reports of academic dishonesty. To access it from the [Academic Support](#) home page, scroll down and click “Submit a Report.”

S&Tconnect. <https://canvas.mst.edu/> (“Starfish” icon on left toolbar) S&Tconnect enables students to request appointments with their instructors and advisors via the S&Tconnect calendar, which syncs with the instructor’s Outlook Exchange calendar. S&Tconnect tracks each student’s performance. S&Tconnect Early Alert enables students to be provided with services. S&Tconnect training is provided by Rachel Morris at rachelm@mst.edu or 341-7600.

Learning Enhancement Across Disciplines (LEAD). <http://lead.mst.edu>
LEAD provides optional (not required) tutoring in a wide range of courses for students who wish to increase their understanding, improve their skills, and validate their mastery of concepts and content in order to achieve their full potential. LEAD assistance starts no later than the third week of classes. Check out the online schedule at <http://lead.mst.edu>. Some courses have collaborative LEAD learning centers (bottom half of schedule) and/or Individualized LEAD tutoring (top half of the schedule). For more information, contact the Academic Support office at 341-7276 or email lead@mst.edu.

S&T Writing Center. <http://writingcenter.mst.edu>. The Writing Center will be open for writing consultation during the Fall semester. More information will be provided early in the Fall semester about the mode of services and hours that services are available.

The Student Success Center. SSC was developed as a campus-wide initiative to foster a sense of responsibility and self-directedness to all S&T students by providing peer mentors, caring staff, and approachable faculty and administrators who are student centered and supportive of student success. The Student Success Center in Toomey Hall was designed for students to visit and feel comfortable about utilizing the campus resources available. Visit the SSC at 198 Toomey Hall; 573-341-7596; success@mst.edu; Facebook: www.facebook.com/SandTssc; web: <http://studentsuccess.mst.edu/>

Boilerplate: Missouri S&T Campus and UM System Policies

Statement about Copyright, FERPA, and Use of Video

It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded. More information is provided [online](#).

Well-Being and UCARE

Any of us may experience strained relationships, increased anxiety, feeling down, alcohol/drug misuse, decreased motivation, challenges with housing and food insecurity, etc. When your mental well-being is negatively impacted, you may struggle academically and personally. If you feel overwhelmed or need support, please make use of S&T's confidential [mental](#)

[health services](#) at no charge. For a quick guide to campus resources that address specific issues please visit our Well-Being Referral Guide, available as a website at <https://minerwellness.mst.edu/well-being-referral-guide/>. If you are concerned about a friend or would like to consult with a Care Manager, please make a UCARE referral for support and assistance. <https://stuaff.mst.edu/ucare/>.

Student Honor Code and Academic Integrity

- The Honor Code all students are expected to follow can be found at this link: <http://stuco.mst.edu/honor-code/>.
- Page 30 of the Student Academic Regulations handbook describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism or sabotage (<http://registrar.mst.edu/academicregs/index.html>).
- Additional guidance including the University's Academic Dishonesty Procedures is available at <http://academicsupport.mst.edu>.
- Other resources for students regarding ethics and integrity can be found at <http://academicsupport.mst.edu/academicintegrity/studentresources-ai>.

Accessibility and Accommodations

It is the university's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on a disability, please contact Student Disability Services at (573) 341-6655, sdsmst@mst.edu, visit <http://dss.mst.edu/> for information.

Nondiscrimination, Equity, and Title IX

Missouri University of Science and Technology is committed to the safety and well-being of all members of its community, and to creating an environment free from discrimination and harassment.

The University does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. As used in this policy, the word "sex" is also inclusive of the term "gender."

Additionally, US Federal Law Title IX states that no member of the university community shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any education program or activity. Violations of this law include sexual harassment, sexual assault, dating/domestic violence, and stalking.

In accordance with The Collected Rules and Regulations University of Missouri, Missouri S&T requires that all faculty and staff members report, to the Missouri S&T Equity Officer, any notice of discrimination disclosed through communication including but not limited to direct conversation, email, social media, classroom papers and homework exercises.

Missouri S&T's Equity Officer and Title IX Coordinator is Chief Diversity Officer Neil Outar. Contact him (naoutar@mst.edu; (573) 341-6038; 203 Centennial Hall) to report violations of the university's nondiscrimination policies, including Title IX. To learn more about resources and reporting options (confidential and non-confidential) available to Missouri S&T students, staff, and faculty, please visit <http://titleix.mst.edu>.

Classroom Egress Maps

For all in-person instruction, faculty should explain where the classroom emergency exits are located. Classroom egress maps are posted at <http://designconstruction.mst.edu/floorplan/>.