Syllabus Templates for Appendix IX

All syllabi must include the following statement:

Students who show symptoms of COVID (fever, cough, shortness of breath) or who test positive for COVID-19 must inform USC Upstate Health Services (864-503-5191). Students with academic concerns while in quarantine or isolation should contact Susannah Waldrop, Executive Director of the Student Success Center (swaldrop@uscupstate.edu, 864-503-5414).

To support the work of faculty teaching during an airborne pathogen pandemic, the following syllabus templates are provided for optional use or adaptation in individual syllabi.

1. Exam Statement for Asynchronous Courses (Time Window)

   To ensure that you have the flexibility that is necessary during the pandemic, all exams in this course will have a time window of _____ days for you to complete an exam. Once you log in to take the exam during the time window, you will have _____ to complete the exam online. Once you begin taking an exam you must complete the exam.

2. Exam Statement for Face to Face and Blended/Hybrid Courses

   To provide all students with an equal opportunity for success, all students, whether they attend in person or online, will be completing their exams online at the same time. Students who are enrolled in the in-person section may choose to bring a laptop to class to take their exam or may complete their exam at a remote location with access to a computer. Students who are enrolled in the virtual section should remain at their virtual location to complete the exam. Students can also check out devices from the Office of University Information Technology.

3. Exam Makeup Policy (Can Be Adapted as an Assignment Deadline Extension Policy)

   I recognize that airborne pathogens create conditions that may cause absences, including extended absences, for a variety of reasons. Students who are required to quarantine or seek medical treatment due to a direct diagnosis should contact the instructor as soon as possible so a suitable equivalent makeup arrangement can be provided. Students should also provide documentation to the Dean of Students Office when possible. The Dean's Office will notify me of the general circumstances of your absence without compromising your privacy with respect to the specific issue. Students directly exposed to someone who has tested positive for an airborne pathogen may also need to quarantine themselves. Anyone within 6 feet for >15 minutes (mask or no mask) is considered exposed. In this event, students should contact me as soon as possible to discuss makeup arrangements. Absences due to care obligations arising from airborne pathogens should be discussed with me as soon as possible to determine the

appropriate course of action. Prompt communication with me is critical and expected in each of these situations.

4. Monitoring Language (For courses that use some combination of Safe Assign, the Respondus Lockdown Browser, or the Respondus Monitor software)

This course uses of variety of tools to maintain academic integrity in course evaluation. All uploaded writing assignments will be scanned using Safe Assign software though Blackboard. Safe Assign helps the instructor detect plagiarism, which is prohibited under the Code of Academic Integrity in the Student Handbook. I may use other means to detect plagiarism in student work. During testing, all students will use the Respondus Lockdown Browser to prevent unauthorized use of the web while taking an exam. This software can be obtained for free from https://download.respondus.com/lockdown/download.php?ID=943743695.
Finally, all students taking an exam online from a remote location will be required to use the Respondus Monitor System for online proctoring. Before you take an exam, you will need to log in to download the Respondus Lockdown Browser. You will also have to activate your webcam. After opening your exam in Respondus Lockdown, you will perform a webcam test and show your identification to the camera. While you take the exam with the webcam on, the software will record you, and this recording is subject to review. Please note that Respondus Monitor and the Respondus Lockdown Browser do not function properly if you are using Spartan Greensky from off campus, if you are using a virtual machine on campus (for example in one of the computer labs), if you are using a device without a webcam, or if you are using a Chromebook. If any of these circumstances applies to you, please let me know.

5. Online Academic Integrity Language

The USC Upstate Code of Academic Integrity prohibits bribery, cheating, lying, and plagiarism. All elements of the USC Upstate Code of Academic Integrity apply to students regardless of course modality (online, blended, or in-person). Students should complete the Plagiarism Prevention Module provided by the USC Upstate Library at https://uscupstate.libwizard.com/f/PlagiarismPreventionModule. Note that the Code of Academic Integrity prohibits the unauthorized use of any electronic or mechanical device. In this course the unauthorized use of an electronic device includes accessing the web for any resource used to complete and an assessment unless that resource is specifically authorized by the instructor.

Please ask early and often if you have any questions about what is permitted and what is not. Communication is one of the keys to maintaining academic integrity. It must be stated that I do not consider you to be dishonest. I want you to succeed and for your grade to be a result of your own hard work. I believe these controls are necessary to protect the value of the degree that you are working to earn.

6. Safe Start Language (more for Face to Face and Hybrid/Blended Courses)

   This course is designed with Spartan Safe Start in mind. To protect the health of our classroom community, enrollment for the in-person portion of this course is limited, masks are required, and I will set up a seating arrangement to practice social distancing and help Health Services do contact tracing in case our class is exposed. Please rest assured that I will do my part in upholding these rules and will not conduct class unless they are followed. Students who do not comply with these safety measures will be asked to leave the classroom and access course materials online. Students who have a health condition that prevents them from wearing a mask should contact Disability Services at 864-503-5199 to discuss accommodations, including alternative face coverings or a transition to online learning.

   There will also be students enrolled in a virtual portion of this course. It is important to remember that, as conditions change, it may be necessary to move more, or all, of the course online. If this happens, you will receive further communication from me on the format for all remaining elements of the course including lecture, discussion, lab work, discussion, and assessment (insert or subtract whichever elements apply to your course). To the extent possible, you should prepare for this possibility by thinking about your computer and internet access, as well as anything else that may help you succeed in the even that this course is delivered entirely online. If you anticipate difficulty, talk to me about it so we can come up with a plan for you to successfully complete and pass the course.