

Recommendations for Syllabus Statements Related to COVID-19

Faculty of the Humanities and Social Sciences, Fall 2021

In addition to the regular statements that are recommended and required for course syllabi, instructors may want to include statements related to COVID-19. What follows are recommended formulations of such statements.

Course Format

“This course is designed to be held in-person. If Memorial University campus operations are required to change because of health concerns related to the COVID-19 pandemic, it is possible that this course will move rapidly to a remote delivery format. You will be notified of such changes through the course shell in Brightspace. Should we have to shift to remote delivery, this will likely remain in place for a minimum of two weeks to allow the university and province to evaluate safety requirements. Students will need to have access to a networked PC or Mac computer with webcam and microphone for remote delivery of the class. Please review the university’s [minimum computer requirements](#).”

Add one of the four additional notes below:

- “Remote lectures will be held synchronously, following our normal class hours.”
- “Remote lectures will be recorded for asynchronous delivery, with links posted on our class Brightspace site.”
- “Remote lectures will include a mixture of synchronous and asynchronous delivery. The course syllabus will be updated and the revised lecture schedule will be posted to Brightspace.”
- “Measures for the continued delivery of course content will be provided through Brightspace. The course syllabus will be updated and the revised schedule will be posted to Brightspace.”

Course Evaluation

With the potential for rapid transition to all remote learning, and the likelihood of students occasionally remaining home if feeling unwell, *it is important to clarify* plans and contingencies for assessment. One strategy is to simply plan for all assessments to be online; another is to develop alternate modes of assessment as needed.

A statement for online assessments:

“With the possibility of a transition to remote learning, and the likelihood that some students may need to remain at home if feeling unwell, all assessments will be conducted online. As with remote lectures, please be sure you are set to meet the [minimum computer requirements](#).”

A statement for on-campus assessments and alternative arrangements:

“Assessments will be conducted in class. If you are feeling unwell and must remain home, please contact me by email before the scheduled evaluation date to arrange for an alternate form of assessment.”

A statement concerning possible changes in the method of evaluation:

“Possible changes in evaluation methods: Academic Regulation 6.7.4 specifies that exceptional circumstances may warrant a change in the method of evaluation. Any necessary revisions to evaluation methods will be made in consultation with the students registered in the course, and will be communicated to students via the course shell in Brightspace. If a student demonstrates that they would be disadvantaged by the change, then, as 6.7.4 requires, accommodations will be made.”

NOTE: Instructors can consult the following resources for aid in developing alternate assessments. CITL staff are available to consult with instructors looking for alternate assessment strategies; please contact the [CITL Support Centre](#) to request a consultation.

- [7 Assessment Challenges of Moving Your Course Online \(and a Dozen+ Solutions\)](#) (pdf)
- [Decision-making flow chart](#) (pdf)
- [Assignment tool](#) (pdf)
- [Quiz tool](#) (pdf)
- [Student Presentations](#) (pdf)
- [Video assignment](#) (pdf)
- [Open book assessments](#) (video)
- [Quiz design for accessibility — Understanding quiz settings](#) (video)
- [Using video and audio evaluation in your course](#) (video)

COVID-19 Supports

“General COVID-19 support: The [Memorial COVID-19 website](#) is an excellent source of information and support, with specific links for students, supports and services, and health and wellness.

Vaccinations and Masks: COVID-19 vaccines are required for all students, faculty, and staff, and masks are required in all indoor spaces on campus. Vaccination is open to those 12 or older in Newfoundland and Labrador. [Students can book a vaccination appointment on campus](#) at Student Wellness.

COVID Alert app: Memorial encourages faculty, staff, and students to download the [COVID Alert](#) app to help protect yourself and others. The app is designed to let Canadians know whether they may have been exposed to COVID-19.”

Health and Safety

“To protect yourself and those around you, it is important to stay home if you feel unwell, or if you are in quarantine because you have potentially been exposed to the virus. Memorial University has recognized the importance of academic leniency as we work to keep our campus safe for all: you will not be penalized if you need to stay home to self-isolate. Doctors’ notes are not required for medical absences in this course. Please keep me informed so we can work together to allow you to keep up with course material and evaluations should you need to miss class.”