

## COVID-19 SYLLABUS STATEMENTS

If you are teaching a class that includes a face-to-face, on-campus component, please include the following information on your syllabus. Note that items 3 and 5 address online instructional issues as well.

### 1. Panther Community Health and Safety Standards

UWM has implemented reasonable health and safety protocols, taking into account recommendations by local, state and national public health authorities, in response to the COVID-19 pandemic. As a member of our campus community you are expected to abide by the [Panther Community Health and Safety Standards](#) and the [Interim COVID-Related Health & Safety Rules \(SAAP 10-12\)](#), which were developed in accordance with public health guidelines. These standards apply to anyone who is physically present on campus, UWM grounds, or participating in a UWM-sponsored activity.

With respect to instructional spaces (classrooms, labs, performance spaces, etc.):

- Six-foot social distancing must always be maintained.
- Masks are always required on campus, with limited exceptions—environments where hazards exist that create a greater risk by wearing a mask (for example, when operating equipment in a lab with the risk of a mask strap getting caught in machinery, or when flammable materials are being used).
- A student who comes to class without wearing a mask will be asked to put on a mask or to leave to get one at a mask handout station. Failure to do so could result in student conduct processes.
- You should check daily for COVID symptoms by completing the self-check at <https://uwm.edu/coronavirus/symptom-monitor/>. Symptoms may appear 2-14 days after exposure to the virus and include fever, cough, or shortness of breath or difficulty breathing. See the [CDC's Website](#) for more information about COVID-19 symptoms.

Students who test positive for or who are diagnosed based on symptoms with COVID-19 should complete this Dean of Students form: [https://cm.maxient.com/reportingform.php?UnivofWisconsinMilwaukee&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofWisconsinMilwaukee&layout_id=4). By doing so, students will get information on resources, help UWM identify individuals they may have come into contact with on campus so that UWM can work with the local health department, and allow UWM to clean campus areas you visited as appropriate.

### 2. Attendance Policy

Do not attend your in-person class if you have COVID-19, if you are experiencing symptoms consistent with COVID-19, if you have been in close contact with others who have symptoms, if you need to care for an individual with COVID-19, or have other health concerns related to COVID-19.

Students who miss class due to the above conditions will not be penalized for their absence and will not be asked to provide formal documentation from a healthcare provider.

If you are unable to attend class, take the following steps.

- Notify me in advance of the absence or inability to participate, if possible.
- Participate in class activities online and submit assignments electronically, to the extent possible.
- Reach out to me if illness will require late submission or other modifications to deadlines.
- If remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related circumstances, contact me to discuss other options.

As your instructor, I will trust your word when you say you are ill, and in turn, I expect that you will report the reason for your absences truthfully.

### **3. Class Content**

**If your class will be recorded**, include one of the following statements in your syllabus.

#### **Face-to-Face Class Recording**

Our class sessions will be audio-visually recorded for students who are unable to attend in person and for students who are unable to attend at the scheduled time. Students who participate during an in-person class session are agreeing to have their audio/video or image recorded.

#### **Synchronous Online Class Recording**

Our class sessions will be audio-visually recorded for students who are unable to attend at the scheduled time. Students who participate with their camera engaged or who utilize a profile image are agreeing to have their audio/video or image recorded. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded.

### **4. Potential for Reversion to Fully Online Instruction**

Changing public health circumstances for COVID-19 may cause UWM to move to fully online instruction at some point during the semester. UWM will communicate with students about moving to fully online instruction if the situation develops.

### **5. Navigate Student Success Platform and Mobile App**

Students are encouraged to use a tool called Navigate. This tool can help you learn about academic resources, set up study groups in your courses, make appointments with your academic advisor, get reminders on important dates, and much more. In

addition, Navigate allows instructors to send Progress Reports to students throughout the term, allowing for updates on your academic progress in a course in addition to your grade. You can log into the platform here: <https://uwmilwaukee.campus.eab.com/> or by finding the Navigate link under the Current Students tab on the [UWM home page](#). More information on how you can use Navigate and the app, including tutorials, can be found on [UWM's Navigate website](#).

#### **6. Other**

- To enable safe entry/exit from classrooms, all in-person instruction will end 15 minutes early, with additional course content to be covered online.
- All individual student meetings with faculty and teaching assistants will happen online.