

Communicating with Students

before classes (even) begin

It is important to communicate with students before your class even begins. Clearly communicating, and modeling your expectations from the start will help them (and you) launch your class with confidence.

Below, we've provided examples of text, many shared by OSU colleagues, to consider for use in, and in the design of your class as we look to Fall 2021. The examples below are selected to supplement standard syllabus requirements. Consider including these ideas in your course syllabus, welcome video (or email) and/or your Start Here module in Canvas as you invite your students to the learning space you've created for them.

Feel free to cut and paste any of these elements directly into your course documents, then edit to customize. Check with your Department Head or College Dean for local policies and modify these suggestions accordingly.

QUARANTINE, ISOLATION, OR MISSED CLASS TIME

[FACULTY: Provide clear guidance on what you would like a student to do if they miss a synchronous class meeting or need quarantine. One example is provided below.]

This class is scheduled to be offered face-to-face on campus. OSU has vaccination and mask mandates in place and we meet in a space that follows the best practice guidelines of the CDC and the state of Oregon. There may be unexpected changes. If health and safety concerns prevent us meeting in person, the class will be designed to optimize your interactions with me your instructor, with the material, and with your classmates. Not everyone can make the same adjustments to their classes so be flexible and understanding.

If you experience symptoms of COVID-19 please consult OSU [Quarantine and Isolation guidelines](#) to determine your next steps. If you are unable to attend a class session please review the recording. After viewing the recorded session please email me and summarize what you heard and saw, add your contribution and questions.

IF YOU ARE ILL (OR CARING FOR SOMEONE WHO IS)

I am here to support your success during these challenging times, too. Please reach out to me directly if you are concerned about your ability to engage in course activities while you are ill. You can do so by [sending me an email or Canvas message]. You need not disclose private medical information or provide documentation of your illness. The [Office of the Dean of Students](#) can also assist you if you are navigating a range of extenuating life circumstances including but not limited to prolonged illness, hospitalization, financial concerns, etc. They can be reached via Zoom chat or audio Monday through Friday from 9 a.m. to 5 p.m. at beav.es/4qQ or by email at support.odos@oregonstate.edu.

CLASSROOM BEHAVIOR

COVID-19: During this public health emergency we all have a shared responsibility to each other to take steps to reduce spread and transmission of COVID-19. This includes getting fully vaccinated as soon as you are eligible, following all OSU and public health authority guidance and regulations, including maintaining physical distancing at all times, wearing face coverings in shared spaces, and staying home if you are sick or have been in close contact with a known or suspected COVID-19 case. If you need to stay home due to illness or potential exposure, please contact your instructor who will work with you to facilitate your continued engagement with the course material and make up assignments with no penalty for lateness. For the updates from OSU on COVID-19 safety and mitigation measures, visit: <https://covid.oregonstate.edu/>

Policy Violations: Each member of the OSU community is responsible for holding themselves accountable to OSU policies and standards. Faculty are responsible for classroom management and may refer students to the Office of Student Conduct and Community Standards for further discipline if warranted.

COMMUNICATION AND INTERACTION

You will have ongoing access to your peers and me throughout the course. Email [or XXX] is the primary form of communication with me. Email will be checked daily on weekdays. I will do my best to respond to questions within 24 hours or, if sent on the weekend, the following Monday.

Through the Canvas discussion boards, emails, course calendar, and announcements I will maintain ongoing communication with you. These are also tools you may use to contact me, share your ideas, comments and questions through private and public means.

MISSED/LATE ASSIGNMENTS

[FACULTY: Explicitly state your policy on late/missed assignments. One example from a CLA syllabus is shown below.]

All assignments will be submitted via Canvas with an official due date and time. You are encouraged to submit assignments on time so that you maintain your progress in the class.

There is no need to notify me if you plan to submit regular course assignments up to 1 week after the due date and time. The final paper can be submitted up to 48 hours late. No late points will be deducted. If you anticipate a longer delay in submitting assignments, please contact me in Canvas to request a formal extension. You do not need to explain to me the reason for the extension. Simply state the assignment to be completed and when you are able to submit it.

HONOR CODE/ACADEMIC INTEGRITY STATEMENT

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Oregon State University students and faculty have a responsibility to act with integrity in all of our educational work, and that integrity enables this community of learners to interact in the spirit of trust, honesty, and fairness.

Academic misconduct, or violations of academic integrity, can fall into seven broad areas, including but not limited to: cheating; plagiarism; falsification; assisting; tampering; multiple submissions of work; and unauthorized recording and use.

It is important that you understand what student actions are defined as academic misconduct at Oregon State University. The OSU Libraries offer a [tutorial on academic misconduct](#), and you can also refer to the [OSU Student Code of Conduct](#) and the [Office of Student Conduct and Community Standard's website](#) for more information. More importantly, if you are unsure if something will violate our academic integrity policy, ask your professors, GTAs, academic advisors, or academic integrity officers.

If you are found responsible for academic misconduct, the College Hearing Officer (or other hearing body) will make a determination of sanctions that are appropriate to the violation and the surrounding context). College Hearing Officers are authorized to assign Academic Sanctions as described in the [Code](#).