The CFDE’s suggested syllabus language

Feel free to modify and use however you like for your syllabus. These suggestions are grouped by topic, for example we know not all instructors will be recording their classes so you may not need the language around recordings. Last updated August 2021.

**Teaching and learning during the pandemic**

Some of you may need to be off campus for some portion of the semester. I want our classroom community to thrive no matter the classroom delivery method or your individual methods of participating in class. I cannot guarantee an identical experience for students who cannot be physically in the classroom or an experience that is identical to pre-pandemic semesters, but my goal is to treat all students equitably and to ensure grading is clear, consistent, and fair for all of you.

As always, communication is important. I commit to responding to emails within 48 hours of receipt, and my intention to respond faster than that most of the time. I will likely be slower on weekends. Likewise, if your situation changes regarding health, housing, or in any other regard with respect to your ability to participate in the class, please contact the appropriate Emory student support organization first and then me as soon as feasible. It is easier for me to address your needs if I know about them as soon as they arise. This does not mean I can successfully respond to every request for consideration, but I emphasize that my goal is to treat you all equitably and do what I can to help you succeed in this course.

**Classroom safety**

Everybody must keep their face mask on at all times when they are indoors on campus, and this includes in our classroom. Your face mask must cover your nose, mouth, and chin, and should fit snugly. Due to the necessity of keeping your PPE on, eating and drinking is forbidden in the classroom. Please read this [Emory advice about quality and fit of mask](https://hr.emory.edu/eu/working-covid-19/face-coverings/using-face-coverings.html). If you aren't complying with the masking requirement, I will have to ask you to leave the classroom to ensure my safety and the safety of your classmates. Keep in mind that some of your classmates may not be able to be vaccinated and/or are immunocompromised, so Emory's campus masking policy ensures everyone's safety without requiring anybody to disclose their personal situation.

**Health considerations**

At the very first sign of not feeling well, *stay at home* and reach out for a health consultation. Please consult the [campus FAQ](http://www.emory.edu/coronavirus/emory/faq/index.html#anchor-health) for how to get the health consultation.   Recognize that Emory is using several layers of safety:  the vaccine mandate, the indoor face mask requirement, and contact tracing.

**Attendance policy**

This semester due to the pandemic, some students might be sick or will need to go into isolation or quarantine. If you are sick, understand that I will be flexible about attendance. Please make sure to email me so that we can discuss your individual circumstances. For students in quarantine who are well, I will provide ways that you can keep up with your schoolwork. Please also contact me via email if you are in quarantine.

**Accessibility and accommodations**

As the instructor of this course I endeavor to provide an inclusive learning environment. I want every student to succeed. The Department of Accessibility Services (DAS) works with students who have disabilities to provide reasonable accommodations. It is your responsibility to request accommodations. In order to receive consideration for reasonable accommodations, you must [register with the DAS](http://accessibility.emory.edu/students/). Accommodations cannot be retroactively applied so you need to contact DAS as early as possible and contact me as early as possible in the semester to discuss the plan for implementation of your accommodations.

For additional information about accessibility and accommodations, please contact the Department of Accessibility Services at (404) 727-9877 or [accessibility@emory.edu](mailto:accessibility@emory.edu).

**Class session recording [this is not required for Fall 2021 other than RSPH; use this language if you intend to record your class]**

Our class sessions will all be audio visually recorded for students in the class to refer back to the information, and for enrolled students who are unable to attend live.

Lectures and other classroom presentations presented through video conferencing and other materials posted on Canvas are for the sole purpose of educating the students enrolled in the course. The release of such information (including but not limited to directly sharing, screen capturing, or recording content) is strictly prohibited, unless the instructor states otherwise. Doing so without the permission of the instructor will be considered an Honor Code violation and may also be a violation of other state and federal laws, such as the Copyright Act.

**Stress management and mental health**

As a student, you may find that personal and academic stressors in your life, including those related to remote study, COVID-19, economic instability, and/or racial injustice, are creating barriers to learning this semester. Many students face personal and environmental challenges that can interfere with their academic success and overall wellbeing. If you are struggling with this class, please visit me during office hours or contact me via email at XXXX@emory.edu. If you are feeling overwhelmed and think you might benefit from additional support, please know that there are people who care and offices to support you at Emory. These services – including confidential resources – are provided by staff who are respectful of students' diverse backgrounds. For an extensive list of well-being resources on campus, please go to: http://campuslife.emory.edu/support/index.html. And keep in mind that Emory offers free, 24/7 emotional, mental health, and medical support resources via TimelyCare: <https://timelycare.com/emory>.

Other Emory resources include:

* [Counseling & Psychological Services](http://counseling.emory.edu/)
* [Office of Spiritual & Religious Life](http://www.religiouslife.emory.edu/)
* [Student Case Management and Interventions Services](http://success.emory.edu/)
* [Student Health Services Psychiatry](http://studenthealth.emory.edu/services/psychiatry.html)
* [Support During A Crisis: A Guide for Faculty & Staff](http://campuslife.emory.edu/support/crisis.html)
* [Emory Anytime Student Health Services](http://campuslife.emory.edu/anytimehealth.html)

**Diversity & Inclusion**

At its core, this course embraces a multiplicity of voices and perspectives. We respect people from all backgrounds and recognize the differences among ourselves, including racial and ethnic identities, religious practices, and gender expressions. Please let me know what name you like to be called and your gender pronouns.

**Guidelines for engagement**

* Listen respectfully, without interrupting.
* Respect one another's views, even when you disagree with them.
* Criticize ideas, not individuals.
* Commit to learning, not debating.
* Avoid blame and speculation. Support your argument with evidence.
* What is said in class stays in class. Hard conversations and statements should remain between members of the class creating a brave space.
* Speak from the “I” perspective: don’t assume that you can speak for members of a group that you are a part of