

Elon University

Winter & Spring 2021

**Guide for Undergraduate
Teaching**

**Elon College, the College of Arts and Sciences,
Love School of Business,
School of Education and School of Communications**

*Graduate programs will receive updates from deans.

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Purpose

The purpose of this guide is to consolidate information to help faculty and staff develop and prepare for Winter and Spring 2021 courses and academic work. As further plans are implemented, the hyperlinks in this document and the [Ready & Resilient website](#) will contain the most up-to-date information.

Guiding Principles: Elon's Educational Commitments

Relationship-rich experiences are the foundation of an Elon education, as they are at residential colleges and universities across the country. Interacting with faculty, staff and peers in an active and challenging community of learners – in and out of the classroom – is at the very heart of teaching and learning at Elon. Those relational experiences are what draw our students – and us – to be here.

The COVID-19 pandemic challenges faculty and staff to re-imagine where and how teaching and learning take place, but it does not shake our shared devotion to **engaged, inclusive, rigorous and interactive** education. Building on Elon's model of "**student- and learning-centered** relationships" ([Boldly Elon, Theme 1](#)), all courses will include regular, educationally purposeful faculty-student and student-student interactions, which may include creative uses of hybrid, blended, flipped and other pedagogies.

Elon University has received national distinction in **teaching excellence**. This is due to an institutional commitment to best practices in engaged learning and a reliance on the discretion, professional judgement and creativity of excellent teaching faculty. **Faculty will continue to focus on helping students meet course and program goals and outcomes, in whichever modality (in-person, blended or hybrid, or approved online) they are teaching in during the term.** Faculty are encouraged to design a flexible approach best suited for their course learning goals, accounting for their own teaching styles, classroom assignments, curricular demands, and student needs, including equitable access to course materials and activities.

Winter Term Information

Pre-term diagnostic testing

All students, faculty and staff will be **required to be tested on campus for COVID-19** when they return after the holidays. Students enrolled in Winter Term will return to campus in time to complete on-campus testing, at no charge to students, before classes begin. Assigned move-in and testing times for on-campus residents and testing times for off-campus students will be communicated in December. Students who are not enrolled in Winter Term must be tested prior to the start of Spring Semester. More information can be found on the R&R website's [Testing page](#).

Winter Term Schedule

Most **classes will be held in-person or hybrid mode**, similar to the models used by faculty during Fall Semester. Winter Term undergraduate **classes will begin on Wednesday, January 13**. Classes will not be held on Monday, January 18, in commemoration of the Martin Luther King Jr. holiday. Winter Term **classes will end on February 2**, with exams on February 3 and grades due on February 5th.

Modified class times: First session: 9:00 a.m. – 12:00 p.m. Second session: 1:30 p.m. – 4:30 p.m.

WINTER TERM 2021 ACADEMIC CALENDAR

January 11, Monday	Students begin arriving according to assigned move-in and testing times
January 13, Wednesday	Classes begin
January 14, Thursday	Drop-Add ends at 11:59 PM; Last day to declare elective Pass/Fail (P/F)
January 18, Monday	Martin Luther King Day, No Classes
January 20, Wednesday	Last day to withdraw from a winter term course (grade of "W")
February 2, Tuesday	Last day of classes
February 3, Wednesday	Final exams
February 5, Friday	Final grades due

Travel

All unnecessary university-related travel during winter term will be strictly limited (see [Ready & Resilient website for current travel policies](#)), and personal travel is discouraged. To protect the health of the community and enable a safe start to the spring semester, students should plan to **stay on campus at the end of Winter Term during the short, February 4-7 break**. Residence halls, dining and other campus services will remain fully open during those four days.

Spring Semester Schedule

Most **classes will be held in-person or hybrid mode**, similar to the models used by faculty during Winter Term and Fall Semester. Students who were granted remote-only accommodations for Fall Semester were contacted to see if they wish to continue with the accommodation for Winter and Spring Terms (see below for details on Accommodation processes).

Modified class times for Spring 2021

Classes will meet Monday through Friday, according to an adjusted schedule to allow for increased passing time of 20 minutes, to decrease congestion between classes by allowing faculty and students to enter and exit classrooms and buildings while maintaining physical distancing.

See the chart or OnTrack for Spring 2021 adjusted class times.

Spring 2021 modified		
MWF & MW		TTH
8 - 9:10		
9:30 - 10:40		8 - 9:40
11:00 - 12:10		10:30 - 12:10
12:30 - 1:40		12:30 - 2:10
2:00 - 3:10		2:30 - 4:10
2:00 - 3:40		5:30 - 7:10
4:00 - 5:40		
6:00 - 7:40		

Modified university calendar for Spring 2021

Undergraduate **classes start on Monday, February 8**. The traditional extended spring break has been replaced by **several shorter breaks**, with no classes held on:

- Tuesday, February 23
- Tuesday-Wednesday, March 16-17
- Monday, April 5
- Wednesday, April 21

Classes will end on **Tuesday, May 11**, Reading Day will be held **Wednesday, May 12**, and final exams will be conducted from **May 13-19**, with grades due on **May 20** and senior grades due within 24 hours of the exam period. Commencement is tentatively scheduled for **Friday, May 21**; as of the date of this draft (see heading date), the form of Commencement has not yet been determined.

The spring calendar was designed in an attempt to balance the need for mental breaks with minimized opportunities for individuals to travel away from campus and return with a potential exposure to the virus. All unnecessary university-related travel will continue to be strictly limited (see Ready & Resilient [website for current travel policies](#)).

SPRING SEMESTER 2021 ACADEMIC CALENDAR

February 8, Monday	Classes Begin for First Half Semester Courses and Thru Semester Courses; Drop -Add Begins
February 9, Tuesday	Drop - Add Ends for First Half Semester Courses at 11:59 PM
February 12, Friday	Drop-Add Ends for Thru Semester at 11:59 PM; Last day to declare elective pass/fail (P/F)
February 23, Tuesday	Break Day - No Classes
March 10, Wednesday	Last day to withdraw from First Half Semester Courses (grade of "W")
March 16-17, Tuesday & Wednesday	Break Days - No Classes
March 26, Friday	Last Day of First Half Semester Courses
March 26, Friday	Mid-Semester Assessments Due at 3:00 PM
March 29, Monday	First Day of Second Half Semester Courses; Drop - Add Begins for Second Half Semester Courses
March 30, Tuesday	Drop - Add Ends for Second Half Semester Courses; Last day to declare elective Pass/Fail (P/F)
April 5, Monday	Easter Holiday - No Classes
April 15, Thursday	Last day to withdraw from Thru Term courses (grade of "W")
April 15, Thursday	Last Day to Remove "I" and "NR" Grades
April 16 Friday	Registration Begins for Fall 2021
April 21, Wednesday	Break Day - No Classes
April 27, Tuesday	SURF Day
April 28, Wednesday	Last day to Withdraw from Second Half Semester Courses (grade of "W")
May 11, Tuesday	Classes End
May 12, Wednesday	Reading Day
May 13-19, Thursday-Wednesday	Final Examinations
May 20, Thursday	Grades Due
May 21, Friday	Undergraduate Commencement; Last Day of the Academic Year

Classroom information

Room assignments

Winter and Spring 2021 classroom assignments will continue to be updated leading up to the start of each term as course enrollments fluctuate. Please refer to [OnTrack](#) for all current room assignments. Information on seating capacity and installed technology is available in **25Live**. You can find physically distanced classroom plans with seating arrangements [available online](#).

Courses with an “online” designation may still be assigned a room. Faculty should contact [Alexander Taylor](#), Assistant Registrar of Communications, to request a classroom. This provides students a quiet space away from their residence halls to join virtual class meetings. Students should follow all classroom safety protocols, if they choose to use the classroom space.

In normal semesters, classroom assignment is a complex, multi-stage process requiring input and goodwill from many constituencies. Pandemic safety measures exacerbate these complications, including limiting the ability to make some desired adjustments. Your patience and forbearance will help our colleagues and community navigate the complexities of this and other labor-intensive processes requiring reinvention during this unprecedented time.

Room assignments this academic year have been guided by the following general principles:

- Consideration of the importance of the first-year experience
- Scheduling lower enrollment sections in spaces allowing unified class meetings.
- Allocating large spaces equitably between academic divisions based on other criteria listed below.
- Prioritizing scheduling of high-enrollment classes in larger spaces to avoid excessive splitting
- Standard room assignment practices including technology needs, back-to-back schedules, and other faculty preferences

Typically, the Office of the Registrar makes changes when it receives faculty requests for classroom adjustment through the [Classroom Change Request Form](#). However, physical distancing in 2020-21 adds complexity to the process of establishing a workable teaching schedule for all faculty at the institution. Consequently, the ability to fulfill requests for adjustment will again be very limited in Winter and Spring 2021, primarily to situations relating to medical accommodations and other required curricular needs.

Physical distancing and cleaning

- Each general-use classroom was modified to create appropriate physical distancing for safety. Please do NOT move the furniture in the classrooms as they have been set to align with safety guidelines. This may require rethinking collaborative activities.
- Additional large spaces added to the general classroom inventory for the fall term will continue to be in use in winter and spring to assist in physical distancing in classes with larger enrollment caps.
- A limited number of open-sided tents large enough for physical distancing and that meet ADA standards are reservable in 25Live. Note that several tents will have WIFI access and heating available, but not all. As in other terms during nice weather, faculty may choose to use campus green spaces for occasional class meetings, as long as face coverings and

physical distancing can be maintained. Be mindful of ADA accommodations when having class outside.

- Cleaning Protocols:
 - Classroom cleaning protocols are covered in this video (<https://youtu.be/RQitWzA2EXk>). Faculty should remind students of these protocols.
 - Each classroom will have a sanitation station with cleaning products provided near the entrance to the room.
 - Every classroom will be fogged and disinfected each night.
 - Faculty members and each student should clean all desk, podium and tabletop surfaces as they arrive for class.

Clarifying Expectations for the Semester

As in the fall, students will likely be navigating differences across their courses, including variations in course design, Moodle organization or use, technologies to support learning, and even differing expectations for how students will engage and in what modality. Finally, students (like their instructors) may simultaneously be managing uncertainties of quarantine, ill relatives, family or personal financial challenges, and other stressors, reducing their cognitive capacity to pay attention to the details that would help them navigate this complexity. Given these factors, planning ways to be even more transparent than usual about our plans and expectations on the first day and being prepared to proactively connect our students to campus support resources (academic, emotional, and otherwise) will continue to be important.

In addition to including the syllabus announcements explaining more about campus supports for student learning (*See Appendix C*), you might consider the questions below as you think through how you will communicate expectations for the term:

- What do students need to know about the way you've designed your class for the semester? When and how will you meet all together? When and how will you meet if your class is split or hybrid? How will students know whether they should be present in the classroom or joining virtually?
- Which course elements happen in-person, and which will be completed online, and why? What technologies will they use for the course?
- What are your expectations for attendance and engagement, including norms for camera usage (or how to set up a virtual background) in online portions of the course?
 - How and when would you like students to alert you for Covid-related absences?
 - If quarantined, how should students expect to participate?
- In the case of a change or pivot, where and how will you communicate about your design or plans? (expected changes in activities, assessments or assignments, communication norms and timelines, etc.)?
- What can you put in place to elicit students' expectations and concerns at the beginning of the semester? (survey, reflective writing assignment, discussion, etc.)

Policy adjustments as a result of Covid-19

I. *Health & Safety*

Face Covering Policy

The current [Face Covering Policy](#) is located on the [Ready and Resilient website](#).

All Elon students, faculty and staff were asked to sign a Healthy Elon Commitment for 2020-21, confirming that they will adhere to Elon's expectations for a healthy community, including expectations to wear a face-covering, maintain appropriate physical distancing, wash hands frequently, self-monitor for COVID-19 symptoms through daily screenings, limit travel, and to notify their healthcare provider, the Faculty/Staff Wellness Clinic (336-278-5569), or Student Health Services, as appropriate, of any confirmed or suspected cases of COVID-19 on behalf of themselves or any individuals they live with.

See *Appendix A* for ideas on how to have a productive discussion with a student, faculty or staff colleague who is not abiding by the face covering policy.

Student Conduct, Safety Protocols & Policies, & the Honor Code

In order to attend class, students must adhere to Elon University's COVID-19 safety protocols and policies, including wearing a face covering when indoors in all classrooms and common spaces, and outdoors if six-foot physical distancing cannot be maintained. This includes walking across campus and attending a class or event held outdoors or in a tent. Should a student come to class without a face covering, they may be asked to leave the classroom and not to return until they are wearing a face covering. Students who require accommodations or have concerns about this policy should contact Disabilities Resources (disabilities@elon.edu). Failure to adhere to Elon University's COVID-19 safety protocols and policies is a violation of the Elon University's Code of Conduct (Honor Code) and will be referred, as such, to the Office of Student Conduct.

Notice of Student Quarantine

In order to support student learning and course progression, all courses should be remotely accessible to students who are placed into quarantine or directed to self-isolate as a result of the COVID-19 pandemic. Faculty will interact with their students throughout the quarantine period to support their understanding of course expectations and available resources.

Notification Process:

- Upon notification that a student has been directed for COVID-19 testing, placed into quarantine, or directed to self-isolate, the assistant dean of students (or designee) will send a *Notice of Quarantine* (see *Appendix B* for a sample of the Notice email) to the student's advisor, faculty, relevant

department chair(s), appropriate academic dean(s), and on-campus employment supervisor(s). Efforts will be made to notify these individuals as soon as possible.

- The *Notice of Quarantine* will include the dates of the required quarantine or self-isolation.
 - Notification of a student’s need to quarantine or self-isolate may come to the university directly from a licensed healthcare professional, the health department, or via the student through the presentation of appropriate documentation from a licensed healthcare provider or public health official.
 - The student may notify the Office of the Dean of Students during normal business hours (336-278-7200) or the Student Life emergency response team after hours and weekends (336-278-5555).
 - The student will receive written and verbal directions for accessing academic and wellness resources, as well as guidance for proactive communication with professors.
 - Staff will work with the student to confirm they have access to technology/materials to complete academic activities remotely (computer with video/microphone, high-speed internet, etc.). High-speed internet will be available in all university quarantine spaces.
 - An updated notice will be sent for any additional healthcare provider or health department recommendations for extension or change to quarantine period.
- Faculty members who receive a *Notice of Quarantine* will provide the student with remote access to course materials for the period of time listed in the notification.
 - Faculty are expected to interact with the student using virtual technology.
 - Access to the course may include audio/video recordings of course activities, online access to PowerPoint presentations, as well as other adjusted course materials, learning activities, and assignments as designed for remote learning.
 - Elon’s policy on “[Recording Video and Audio, Streaming Video and Audio, or Photography in Classes](#)” will be explicitly addressed in syllabi and also in class discussion at the start of the semester. Faculty will make clear when and how recording, streaming, and photographing are permitted in the course. (See [Ready and Resilient website](#) for further policy information.)
 - If a student is unable to participate remotely in one or more courses, the student may be eligible for an [Incomplete](#), [individual course withdrawal](#), or a [medical leave of absence](#).

II. *Instructional Policies*

Attendance Policies

In the 2021 Winter Term and Spring semester, general attendance policies will continue to be created at the discretion of schools, departments, and/or faculty. Individual faculty have the latitude to enact attendance policies as they are detailed within their course syllabi.

Within this purview, faculty are strongly encouraged to take attendance in order to be aware of student absences that may indicate the need for an e-warning or a student care and outreach report, while still maintaining student health privacy and ensuring compliance with FERPA and other medical privacy laws.

For assessment purposes, schools/departments and individual faculty are encouraged to view attendance holistically—perhaps as “presence” or engagement—and as encompassing both physical

attendance as well as other forms of participation, in the context of blended instructional models and learning engagement strategies. Attendance policies also should acknowledge and plan for the possibility of students being required to quarantine because of COVID-19, including international students quarantining upon entering the country.

A [Notification of Quarantine](#) process has been developed to address continued academic engagement during potential illness and quarantine/self-isolation. Additionally, Academic Council has developed a Faculty Handbook Proviso on Class Absences During COVID-19.

Academic Council's Faculty Handbook Proviso on Class Absences During COVID-19

During the 2020-2021 academic year, not only will faculty members be faced with addressing typical pre-COVID-19 class absences, they will also most certainly face special challenges in addressing absences related to COVID-19. The absences associated with COVID-19 will likely range from exposure-related quarantine to infection-related physical illness to stress-produced mental health issues to health-related disability accommodations. While fully recognizing that departments and individual faculty members have responsibility for class attendance policy¹, Academic Council has approved the following proviso to Elon's *Faculty Handbook* policy on class absences (X34H) and strongly recommends that the following guidelines and information be used as departmental policies and faculty syllabi are updated.

Guidelines for Absences During COVID-19

1. Expect to receive official university notification of students' longer-term health-related absences (e.g., COVID illness or quarantine). Note that due to privacy laws details of the specific health issues cannot be provided.
2. Health Services requests that faculty not ask students with short-term precautionary absences (e.g., missed one class due to fever) to provide documentation. This will prevent the health center from being overwhelmed and discourage potentially infected students from going to the health center without calling first. Encourage students to monitor their health daily with the [daily health screening app](#).
3. There will be situations where a student may be approved to take courses through remote-only instruction due to documented disabilities, health-related accommodations, international travel restrictions or other COVID-related concerns. These requests should be initiated by the student through the [Office of Disability Resources](#).
4. To receive remote-only accommodations, students MUST go through the accommodations process rather than asking individual faculty members for accommodations. Students who are not experiencing quarantine or illness, and who have not received accommodations for remote-only instruction, are expected to attend class in person on the days they are designated to do so.
5. For all health-related absences, provide students with penalty-free excused absences.
6. For students who are under quarantine and not experiencing health-related illness, provide them with the opportunity to: remotely engage in class time activities if possible, access to class notes, complete class assignments outside of class and submit their work electronically. Note: Students are expected to complete all coursework included in the course syllabus.
7. For students who are not able to engage the course due to health-related physical illness, mental health issues or disability accommodations, provide them with access to class notes and the opportunity to make up missed assignments and exams when they are able to engage again. Note: Students are expected to complete all coursework included in the course syllabus.
8. For situations in which a student is not able to complete the course due to health-related issues, strongly consider assigning a grade of incomplete (I) if appropriate using the *Faculty Handbook* policy ([X33E](#)) as a guide.

9. In determining if an incomplete is appropriate, the following statement from [Elon's Dean of Students](#) may be helpful. *A grade of "Incomplete" normally is not given when a student misses more than 30 percent of the class work or 20 percent of class sessions. In these cases, students may need to consider a medical withdrawal.*
10. In cases in which an incomplete is not appropriate, advise students of their option to seek a [course withdrawal](#) or [medical withdrawal](#).
11. Take daily attendance as a means to not only help with course assessment but also to assist in community health efforts such as [contact tracing](#).
12. If you have concerns about a student, you can send an e-warning to let the student and their advisor know the nature of your concern. If a student misses two consecutive classes and you have not already been contacted through official university channels, report the student's absences to [Student Care and Outreach](#).
13. Reinforce the message that the [Elon Honor Code](#) calls each of us to make a solemn, personal commitment to act every day to protect our own health and the health of others.

¹ Stipulated by Elon's *Faculty Handbook* (X34H) and supported in the Report of the Task Force on Fall Semester 2020.

Contact Hours

Our accrediting body, SACSCOC, allows for some flexibility in instructional and pedagogical approaches, including those that involve the hybrid or blended approaches some classes will need to use. While students not physically present in the class must be engaged in relevant course work, technology can be used to support synchronous or asynchronous experiences to meaningfully engage students in course work.

Elon's *Definition of the Credit Hour* document provides guidance on this:

“all Elon University classes, regardless of mode or location of delivery, must be of reasonable length and include both content and contact sufficient to maintain high academic quality and standards commensurate with credit hours awarded for a traditional four-semester hour lecture class. The basis for such certification of learning is a valid, credible assessment system which reliably determines whether a student possesses clearly identified, standards-based knowledge, skills, and abilities.”

For courses approved to be fully online, see also the guidelines from the SACSCOC Policy on Distance Education:

“Comparability of distance education and correspondence programs to campus-based programs and courses is ensured by the evaluation of educational effectiveness, including assessments of student learning outcomes, student retention, and student satisfaction. For all courses offered through distance education or correspondence, the institution employs sound and acceptable practices for determining the amount and level of credit awarded and justifies the use of a unit other than semester credit hours by explaining its equivalency.”

Grading System

Winter and Spring 2021 courses should utilize the standard Faculty Handbook [Grading System \(X27V\)](#). The special pass/fail system from the Spring 2020 grading policy does not extend to 2020-2021. The university grading policy for Winter and Spring related to elective pass/fail is consistent with rules outlined in the Faculty Handbook.

In Fall 2020, the Academic Standing Committee approved an extension for standard Withdrawal (“W”) and elective Pass/Fail (“P/F”) grades as outlined by the rules in the Faculty Handbook. No changes have been made to Winter and Spring grades at this time. If the situation changes adversely in the winter term or spring semester, Academic Standing may deliberate measures within the existing system, after which any official decision will be communicated. The committee recommends clear communication relating to the need for students to plan ahead and be “mentally ready” knowing both winter term and spring semester will be challenging given Covid-19.

Intellectual Property Policy

With the incorporation of hybrid, blended and flipped classes, Elon faculty may choose to post written and/or recorded materials online that they typically would not post. It is important for all members of our community be familiar with Elon’s [Intellectual Property Policy](#).

Policy on Recording Classes

Elon’s policy on [Recording Video and Audio, Streaming Video and Audio, or Photography in Classes](#) should be explicitly addressed in syllabi and, also, in class discussion at the start of the semester. Faculty will make clear when and how recording, streaming, and photographing are permitted in the course. Additionally, as the existing policy states: *“No matter what the course policy, recorded classes may not be used in any way that denigrates and/or decontextualizes the instructor or any student whose class remarks are recorded. Any information contained in the recorded class may not be posted, published or quoted without the express consent of the instructor or speaker, and if permission is granted, must be properly cited. All recordings of class lectures or discussions are to be erased at the end of the semester.”*

Meetings with Students Virtually

[Office hours \(X33N\)](#) and [academic advising \(X23C\)](#) support the relational components of our educational approach and appear in the Responsibilities for Teaching Faculty section of the Faculty Handbook. Recognizing that it is recommended to maintain physical distance to mitigate the spread of COVID-19, faculty may consider holding office hours and conducting academic advising appointments virtually.

Office Hours: Academic Council approved the following proviso on May 9, 2020:

“Due to special circumstances associated with COVID-19 and in support of the recommendation of the Task Force on Fall Semester 2020, Academic Council temporarily suspends for fall semester the Faculty Handbook requirement that faculty members be physically present on campus for office hours.”

As you plan your courses for the 2020-21 academic year, please include information on your syllabi detailing how students should expect to have these interactions and instructions for making appointments.

Academic Advising: Given that the Faculty Handbook language advising does not specify faculty members' physical presence for advising sessions, no provisos or guidelines beyond what is already in the Handbook are needed. Please see the related sections of the faculty handbook for more details.

Mentoring Undergraduate Research: Faculty mentors of undergraduate research may consider meeting with students virtually. There may be times that in-person meetings and training sessions are necessary. In those instances, face coverings should be worn and spaces that allow everyone to maintain appropriate physical distancing should be utilized. All necessary equipment should be properly cleaned and sanitized before and after each use.

Faculty, Student and Staff Accommodation Request Processes

Students, faculty and staff who were granted remote-only accommodations for Fall Semester have been contacted by the Office of Human Resources or the Registrar's office about their intent to continue with their current accommodation. **New requests** for remote-only accommodations during Winter Term and Spring Semester will follow processes established for Fall Semester:

- **Faculty and Staff:** **New** requests from faculty and staff for remote-only accommodations during Winter Term based on life-changing events, such as health issues should follow the established HR process for requesting accommodation. To initiate a request, please visit the [COVID-19 Reasonable Accommodation webpage](#).
- **Students:** Students who wish to submit a **new** request for remote-only learning due to a disability, health-related, family and/or personal related reasons should follow the process detailed on this [website](#).

Support for Teaching and Learning

Rather than a “one-size-fits-all” approach across the university, faculty may choose to adopt any of a variety of effective strategies for engaging students for in-person, hybrid, or online instruction, especially when not in the physical classroom spaces. For example, some instructors who have to divide a class because of classroom size may bring remote students in via Zoom, WebEx, or Teams in real time, while other instructors will plan an approach closer to a “flipped” classroom for the remote student group, assigning them asynchronous assignments while using valuable in-class time for application or learning activities. For more ideas for the winter or spring, visit the [“Teaching Winter Term”](#) webpage to find tips and sample structures for a three-hour blended winter term course or the [Flexible and Resilient Teaching website](#) for more strategies and resources for teaching a [blended course](#) or [fully online one](#).

When planning for the semester, faculty should factor in that some students will have remote accommodations for the entire term, and others may be remote for part of the term if quarantine protocols require. Faculty should also prepare alternative plans for their classes to be taught remotely, if required by extenuating circumstances.

CATL and TLT are providing resources to aid faculty in this course design challenge, including the following faculty development opportunities and resources:

- **Workshops, Webinars and other Programming** will focus on designing courses, assignments and learning activities for blended/hybrid and remote learning and on a variety of technology tools and services, including using technology in on-campus classroom spaces, designing and organizing course materials, and strategies to save you time as you create a learning environment that sustains face-to-face instruction with blended components
 - CATL workshops can be found on the [CATL events webpage](#)
 - Technology related training is listed on the [Technology website](#)
- **Online resources:** The [Flexible & Resilient Teaching website](#) is an evolving online academic continuity planning guide to aid Elon faculty in the adaptation of course content for remote learning during brief or long-term periods of disruption. The site includes pedagogical and technical guidance in one place, including ideas and examples from faculty.
- Leadership in Core and First-Year Foundations are providing ongoing professional development support for faculty teaching in **First-Year Foundations** courses, including COR110, ENG 110 and STS 110.

Belk Library

- The full schedule of library research support continues to be available remotely and in person.
- [Chat with a librarian](#) in real time, anytime the library is open.
- Library instruction is available for courses in your preferred instructional modality. Contact your liaison [librarian](#) to schedule an instruction session to support the research and resource needs of your classes.

- Access Belk Library’s [online resources](#) from anywhere. Take advantage of our extensive e-book [collection](#), and collection of [streaming videos](#) to use in your classes. Your liaison librarian can work with you to obtain e-books for your classes to use as course texts in the Winter and Spring.

Center for Writing Excellence: Writing Across the University and the Writing Center

Writing Across the University has revised and added programming to support faculty as they teach writing and use writing to teach content across in-person, hybrid, and online contexts. WAU has also adjusted programming to support faculty as they work on their own writing projects, including:

- Faculty can submit writing assignment materials to receive prompt feedback from the WAU Director, Dr. Paula Rosinski, using the [“Request Writing Assignment Feedback from the Writing Across the University Director”](#) opportunity. Feedback might focus on any aspect of your writing assignment (such as alignment with student learning outcomes; scaffolding; distanced peer-response materials; ways to give online feedback to drafts; or evaluation criteria and rubrics).
- [Handouts that address developing resilient writing assignments across](#) in-person, hybrid, and online contexts, including Backwards Design of Writing Assignments, Best Practices in Writing Assignment Design, Scaffolding Long Writing Assignments, Writing-to-Learn, Peer-Response, Rubrics, and Commenting and Grading.
- Spring 2020 online Faculty Development Workshops focus on teaching writing and using writing to teach content across in-person, online, and hybrid contexts. Please see the [WAU Workshop webpage](#) for descriptions, dates, and registrations.
- Online Writing Boot Camps encourage people to devote uninterrupted time to their personal, academic, or pedagogical writing. See the Online Writing Boot Camp webpage for dates and registrations.
- [Writing Across the University](#)
 - o Request just-in-time [Writing Assignment Feedback from the Writing Across the University Director](#)
 - o Handouts that address [Developing Resilient Writing Assignments Across the Curriculum](#) for in-person, online, and hybrid contexts
 - o [Faculty Development Workshops](#) focusing on teaching writing and teaching content with writing across in-person, online, and hybrid contexts
- [The Writing Center](#)
 - o [Hours and Location](#)
 - o [Make an In-Person or Online Appointment](#)
 - o [Student Workshops](#)

Technology to Support Teaching and Learning

Classroom Technologies

The standard setup for each classroom includes a web camera with integrated microphone which allows class sessions to be streamed live or recorded for later viewing. Instructors have complete control of video and audio streaming and capture in each space and can choose the video conferencing platform they prefer (Zoom, Webex or Teams). Though the placement of web cameras may vary slightly from room to room, the cameras capture the instructor, standing near the instructor station. Instructors can share their screen through the web conferencing platform to ensure that students who join remotely can see the PowerPoint presentation or any other application.

Support resources:

- Information about technology and other features in each space can be found on [25Live](#).
- Best practices for combining in-classroom and remote students and documentation on how to use the different conferencing platforms is available on IT's Knowledge Base page about [Blended Classrooms](#).
- Orientation sessions will be offered prior to the start of winter term and spring semester to demonstrate the use of web conferencing cameras and related equipment and answer questions to help instructors. Dates, times, and registration information will be posted on the [Technology website](#). (For winter term classroom orientations are January 11th and 12th. For spring semester classroom orientations are February 4th and 5th.)
- IT has staff available to respond to classroom support needs as problems are occurring. To request help, call the Technology Service Desk at (336) 278-5200.

Long-term Equipment Checkout

As a part of Elon's effort to be Ready & Resilient, a fleet of equipment is available to support faculty and their instruction through Media Services. Available equipment includes:

- **Audio amplification devices** to increase the volume of a speaker's voice for those in the room and to pick up your voice more easily with the classroom mic
- **USB microphones** to enhance the quality and volume of a speaker's voice for remote listeners during video conferencing or while recording video or audio
- **Document cameras** to clearly display images of documents or objects to a projector screen or monitor
- **iPads** to support the use of mobile apps, streaming handwriting to mimic a whiteboard, recording lectures, producing screencasts, and more

Faculty should visit the [Media Services website](#) to learn more about the available equipment and to submit a request.

- Requests for both Winter Term and Spring Semester will be approved on a rolling basis, starting on Monday, December 14, 2020.
- Instructors who are approved for equipment will be notified via email about scheduling their equipment pick-ups, and others will be notified if they have been placed on a waiting list.

Additional Technology Offerings for Faculty, Staff and Students

- **AppsAnywhere** is a portal for accessing and running most campus academic software packages securely and on-demand from your own device. Access [AppsAnywhere](#) and [learn more](#).
- **Zoom** is available through an institutional license. Access [Zoom](#) and [learn more](#).
- **Adobe Creative Cloud** is available through an institutional license. [Learn more](#).
- **Hypothes.is** is a collaborative annotation tool available inside Moodle and facilitates online discussions around websites and PDFs. [Learn more](#).
- **Moodle Quick Start Course Templates** provide a consistent structure for course content that benefits both instructors and students. [Learn more](#) about templates and the request process.
- **Outdoor Wi-Fi** was enhanced for areas with tents to expand connectivity and wireless coverage.

Requesting Technology Support

- **Classroom Technology Support:** IT staff are available to respond to classrooms as problems are occurring. To request help, call the Technology Service Desk at (336) 278-5200.
- **Technology Service Desk:** Explore the [IT Self-Service Portal](#) for how-to articles for all technology tools and services or use the Service Catalog to report an issue. The Technology Service Desk can also be reached at (336) 278-5200.
- **One-on-One Consultations:** Staff from Teaching & Learning Technologies (TLT) are available to help you with instructional technology and course-specific needs. [Request a consultation](#) with TLT.

Support for Student Learning

Increased support for student learning in blended teaching environments will continue to be offered in-person and online by Belk Library, the Writing Center, the Learning Assistance program in the Koenigsberger Learning Center (KLC) and Teaching and Learning Technologies. Additionally, a new “Learning Guide” and other resources to help support student success will be available from the “Information for Students” page in January 2021. These resources provide strategies that help nudge students toward successful learning strategies as they navigate the semester and faculty can share them with students, incorporate aspects into their syllabi and Moodle courses, or refer to them throughout the semester. Resources will include information on:

- Academic schedules
- Classroom information
- Expectations
- Remote request process
- The importance of attendance and engagement

- Adjusting to the blended, hybrid, and online environments
- Joining a live class virtually
- Study tips, including strategies for increasing motivation and focus
- Campus Resources, and more

Hosting In-Person and Virtual Events

If you are hosting in-person events during winter term or spring semester, all events must comply with current size, physical distancing and mask requirements. Both in-person and virtual event requests should be submitted at least 14 business days in advance using [25Live](#). Doing so will ensure that your event is properly supported and can be promoted on the [University Events Calendar](#). In addition, event hosts must submit requests for Resource Providers (i.e. Media Services, Moving & Setup, etc.) well in advance to verify staff and resource availability.

Visit the [Event and Space Management website](#) and click on “How to Request Space” for detailed information on how to request space for both in-person and virtual events. If you are not familiar with 25Live and require additional assistance, please contact the Office of Event and Space Management for training or questions.

Email: Events@elon.edu **Phone:** 336-278-EVNT(3868)

Other helpful event planning resources:

- **Physical Plant** (Moving & Setup, Environmental Services, etc.) - Submit service request through [FIXit](#) at least 10 business days prior to your event start date.
- **Media Services** (Technology support, Zoom/Webex meetings and webinars, sound reinforcement, video capture, streaming, etc.) - Submit service request through the [Event Technology Request Form](#) at least 10 business days prior to your event start date.
- **Catering** (Mill Point Catering) - Submit service request on the [Mill Point Catering Website](#) at least 7 business days prior to your event start date to avoid late fees.
- **Campus Safety & Police** (Security, parking, etc.) - Submit service request through the request for [police officers form](#) at least 10 business days prior to your event start date.

Working with offices and campus partners

Many campus partners have developed specialized support and processes due to COVID-19. Visit their websites (linked below) for the most up-to-date information:

- [Belk Library](#)
- [Center for the Advancement of Teaching and Learning](#)
- [Center for Writing Excellence: The Writing Center and Writing Across the University](#)
- [Information Technology](#)
- [Institutional Review Board \(IRB\)](#)
- [KLC: Academic advising, learning assistance, and disabilities resources](#)
- [Registrar](#)

Elon Experiences

- [Center for Leadership](#)
- [Global Education Center](#)
- [Kernodle Center for Civic Life](#)
- [Internships](#)
- [Undergraduate Research](#)

Who to call for assistance?

- [Counseling Services](#)
- [Faculty/Staff Health and Wellness Clinic, \(336\) 278-5569](#)
- Physical Plant: 336.278.5500; [FixIT](#)
- [Student Care and Outreach](#)
- [Student health concerns](#)
- Technology: 336.278.5200; [Technology website](#)
- [Truitt Center](#)

Appendices

Appendix A: Engaging with Students and Colleagues

You might find the following guides helpful in engaging students in educational discussions about healthy or prosocial behaviors

1) The [Employee Intervention Guide](#) includes talking points that could help deescalate an exchange about mask wearing or other healthy behaviors.

2) The list of **questions to engage students in discussion** shared in Haya Ajjan & Steve Bailey's 10/23/2020 facstaff email can help groups or classes of students process their concerns while also encouraging socially responsible behaviors:

- What behaviors have you seen on campus that you feel are especially risky?
- Why do you feel some members of our community are willing to take more risk than others?
- Is it more important for you to consider your own personal risk or the risk to the community when you make decisions about your own personal behavior?
- Do you feel privilege is influencing how people are making decisions about personal risk?
- What are effective strategies we can all use to balance our natural desire for social interaction and the risk of spreading the virus?
- The Alamance County Health Department has clearly stated that Elon students should not leave the community before the end of the semester. Do you understand the rationale for that recommendation?
- Are you worried about spreading the virus to your family when you return home? How can you address that concern?

Appendix B: Notice of Quarantine E-Mail (Sample)

Subject: IMPORTANT: Remote Learning for STUDENT NAME (SID)

Hello Professor,

Our office has received documentation that STUDENT (SID) will be unable to physically attend classes between **START DATE** and **END DATE** while participating in a mandatory period of quarantine. Please note that a period of quarantine is a recommendation that may be based upon a variety of factors and should not be taken as a sign of specific health-related concerns. In most cases, a student in quarantine can continue to participate in class related activities remotely and without interruption of the course curriculum.

In accordance with the Elon's Ready and Resilient guidelines, **faculty are expected to communicate with students throughout the quarantine or remote learning period to ensure students understand the expectations of and resources available to the student.** Elon has provided several tools and ideas designed to ensure a seamless transition to remote learning, many of which are summarized on Elon's [Flexible and Resilient Teaching website](#). Faculty are encouraged to discover creative alternatives to in-class participation, assessment measures, and project participation while students are working remotely. **Students are also expected to proactively communicate with their faculty regarding their individual academic questions and requests related to remote coursework and course participation.**

While engaging in remote learning, students remain eligible to receive disability related accommodations. Students have been encouraged to communicate with faculty regarding their individual accommodations. Students seeking additional accommodations related to remote learning have been asked to communicate with Disabilities Resources (disabilities@elon.edu) directly.

This student has been provided with a list of important supports and resources that are available to them. This list is intended to supplement any course-specific guidance and resources provided by you. In the event that this student is unable to participate in course content based on any health issues that may emerge, they may choose to seek a course withdrawal or medical leave in accordance with the [academic calendar](#) and [leave policies](#). If you notice issues related to this student's participation or have additional concerns you would like to share, you may contact [Student Care and Outreach](#).

If updates become available that would alter the need for remote learning, you will receive an additional notification.

Sincerely,
Whitney Gregory, Assistant Dean of Students

Appendix C: Syllabus Announcements

Honor Code

Elon's honor pledge calls for a commitment to Elon's shared values of Honesty, Integrity, Responsibility, and Respect. To be clear about what constitutes violations of these values; students should be familiar with code of conduct policies described in the student handbook.

Students with questions about the specific interpretation of these values and violations as they relate to this course should contact this instructor immediately. Violations in academic-related areas will be documented in an incident report which will be maintained in the Office of Student Conduct, and may result in a lowering of the course grade and/or failure of the course with an Honor Code F.

Violations specifically covered by academic honor code policies include: plagiarism, cheating, lying, stealing, and the facilitation of another's dishonesty. Multiple violations may result in a student's suspension from the University.

Face Covering Policy

The current [Face Covering Policy](#) is located on the Ready and Resilient website. All Elon students, faculty and staff are expected to adhere to Elon's guidelines for a healthy community, which includes wearing a face-covering, maintaining appropriate physical distancing, washing hands frequently, and self-monitoring for COVID-19 symptoms through daily health screenings and notifying their healthcare provider or the Faculty/Staff Wellness Clinic (336-278-5569) of any confirmed or suspected cases of COVID-19 on behalf of themselves or any individuals they live with.

Attending Classes During COVID

It is expected that students will operate within the attendance policies that faculty have established for each of their courses.

To receive remote-only accommodations, students **MUST** go through the accommodations process rather than asking individual faculty members for accommodations. Students who are not experiencing quarantine or illness, and who have not received accommodations for remote-only instruction, are expected to attend class in person on the days they are designated to do so.

However, students who are experiencing COVID-19 symptoms, should not attend class. They should seek medical attention and notify their faculty member, as soon as possible. Please consider if you have had any of the following **new** symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Participating in Classes Virtually and Camera Use

When participating in a class virtually, it is generally expected that students will keep their camera on. In instances when this may not be possible due to privacy concerns or personal situations, students are expected to confer with their faculty member prior to class. When circumstances may arise during a class, unexpectedly, like internet difficulties or roommate privacy, students should send a private chat to the faculty member alerting them to the new situation.

Student Conduct, Safety Protocols & Policies, & Shared Responsibility

In order to attend class, students must adhere to Elon University's COVID-19 safety protocols and policies, including wearing a face covering when indoors, which includes all classrooms and common spaces, and outdoors if six-foot physical distancing cannot be maintained. Should a student come to class without a face covering, they may be asked to leave the classroom and not to return until they are wearing a face covering. Students who require accommodations or have concerns should contact Disabilities Resources (disabilities@elon.edu).

Another aspect of Elon University's COVID-19 safety protocols and policies is that all members of our community are expected to participate in the cleaning of common and shared spaces, including classrooms. Please review the information on [classroom protocols, including expectations for cleaning surfaces, sanitation stations, and movement of furniture](#) on the R&R website.

All members of the Elon University community have individual and collective responsibility to promote and support the health and safety of our community by complying with university, town and state policies and protocols. These shared responsibilities apply comprehensively in all campus and community spaces, including the classroom. Please review the expectations for [shared responsibility and accountability](#) on the R&R website.

Policy on Recording Classes

Elon's policy on "[Recording Video and Audio, Streaming Video and Audio, or Photography in Classes](#)" is expected to be followed in every course. Faculty will make clear when and how recording, streaming, and photographing are permitted in the course. Additionally, as the existing policy states: *"No matter what the course policy, recorded classes may not be used in any way that denigrates and/or decontextualizes the instructor or any student whose class remarks are recorded. Any information contained in the recorded class may not be posted, published or quoted without the express consent of the instructor or speaker, and if permission is granted, must be properly cited. All recordings of class lectures or discussions are to be erased at the end of the semester."*

Intellectual Property Policy

With the incorporation of hybrid, blended and flipped classes, Elon faculty may choose to post written and/or recorded materials online that they typically would not post. It is important for all members of our community be familiar with Elon's [Intellectual Property Policy](#).

Disabilities Resources

If you are a student with a documented disability who will require accommodations in this course, please register with [Disabilities Resources](#). You may reach out to Disabilities Resources for assistance in developing a plan to address your academic needs. If you are a student who requires temporary accommodations due to issues related to COVID-19, please contact Disabilities Resources at disabilities@elon.edu for more information. Additionally, there is information about the process for requesting these accommodations on the [Student Care and Outreach website](#).

Disability Resources is located in the Koenigsberger Learning Center (Belk Library 226; 336-278-6568). Please visit the website for more information about [Disabilities Resources](#).

Belk Library

The librarians in Belk Library can help you find appropriate resources for your assignments. Librarians can also partner with you and provide online and in-person library research instruction for your classes. You can schedule an appointment to meet with a librarian: <https://elon.libcal.com/appointments/> or chat with a librarian on the library website: <https://www.elon.edu/library/>.

Writing Center

Elon's [Writing Center](#) in the Center for Writing Excellence is staffed by trained peer-consultants who can help you with all of your writing projects (for any class or major and for any extracurricular, personal, or professional purposes), so take advantage of this excellent academic resource and include a visit to our Writing Center as part of your writing process.

In one-to-one sessions of up to 60 minutes, Writing Center consultants will work with you on any kind of writing (such as research or analysis papers, PowerPoint or poster presentations, resumes, or job applications) at any stage of the writing process (such as understanding an assignment; brainstorming, drafting, revising, and editing; developing a research question or starting your research; or writing in-text citations and bibliographies/works cited).

The Writing Center will offer both online synchronous and in-person consultations for individuals, and online-only consultations for groups. If you have questions, please contact The Writing Center Director, Dr. Julia Bleakney, at jbleakney@elon.edu or X5642.

Religious Holidays Policies

In supporting religious diversity, Elon has a policy and procedures for students who wish to observe [religious holidays](#) that conflict with the academic calendar, allowing students an excused absence.

Students who wish to observe a holiday during the semester must complete the online [Religious Observance Notification Form](#) (RONF) within the first three weeks of the semester. This policy does not apply during the final examination period. Students are required to make prior

arrangements with the instructor for completion of any work missed during the absence. Once the completed RONF is received, the Truitt Center will send an e-mail to the instructor and the student that a RONF has been submitted. Students may contact the Truitt Center staff with any questions (336-278-7729).

Student Options Related to Enrollment in Your Course

Enrollment

Students should confirm their enrollment in this course through OnTrack. Students who do not appear on the course roll or do not show the correct course/section listed on OnTrack should consult with the Office of the Registrar immediately.

Policies on Dropping or Withdrawing from this Course

- Students may drop a course during the designated drop/add period through OnTrack. A course that is dropped during the designated drop/add period will not appear on the student's transcript or grade report.
- After the designated drop/add period, students may [withdraw from a course](#) without penalty before the course withdrawal deadline published in the [academic calendar](#). Withdrawing from a course during this period will result in a mark of "W" that will appear on the student's academic transcript. Students may withdraw online via OnTrack. Students should refer to the [academic calendar](#) for important semester dates.

NOTE: Students should never assume that they will be officially withdrawn from a course based on failure to attend class or notifying a faculty member of their intent to withdraw. The student is responsible for following the official process of withdrawing from a class. Students who do not properly withdraw from a course will receive a grade of F.

- Students may not withdraw from a course after the published withdrawal deadline. Any exception to this policy is the responsibility of the appropriate academic dean's office. When granted, withdrawal from a course after this time will result in a grade of "W" or "F" depending on the student's grade at the time of withdrawal.

For additional information on university course policies, students should consult the [Academic Catalog](#).

Supporting Fellow Students in Distress

As members of the Elon community, we each share a personal responsibility to express concern for one another and to ensure that this classroom and the campus as a whole remains a healthy environment for learning. Occasionally, you may become worried or concerned about a fellow classmate's well-being. When this is the case, I would encourage you to share these concerns with me or to Elon's Student Care and Outreach program (<https://www.elon.edu/ShareYouCare>). Although you can report anonymously, it is preferred that you share your contact information so they can follow up with you personally.