

Instructors should go to the Faculty Detail Schedule for their course.

The screenshot shows the Banner eServices interface. At the top, there is a navigation bar with the VCU logo and the text 'VIRGINIA COMMONWEALTH UNIVERSITY eServices'. Below this is a menu with tabs for 'Personal Information', 'Student', 'Faculty Services', 'Employee', and 'Finance'. The 'Faculty Services' tab is selected. On the right side of the page, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Faculty and Advisors' and contains a list of links: 'Student Information Menu', 'Term Selection', 'CRN Selection', 'Faculty Detail Schedule', 'Week at a Glance', 'Detail Class List', 'Summary Class List', 'Progress Reports', 'Midterm and Final Grades using the new Banner 9', 'Active Assignments', 'Assignment History', 'Class Schedule', and 'Course Evaluation Reports (Fall 2009 - Summer 2013)'. At the bottom, there is a copyright notice: '© 2020 Ellucian Company L.P. and its affiliates.'

The instructor should select the Add option opposite Syllabus to enter the information page.

The screenshot shows the 'Faculty Detail Schedule' page for the course 'ACCT FOR NON BUS MAJOR - 24861 - ACCT 202 - 001'. The page header includes the VCU logo and 'eServices' branding. The course title is displayed in blue. Below the title, there is a list of course details with corresponding actions:

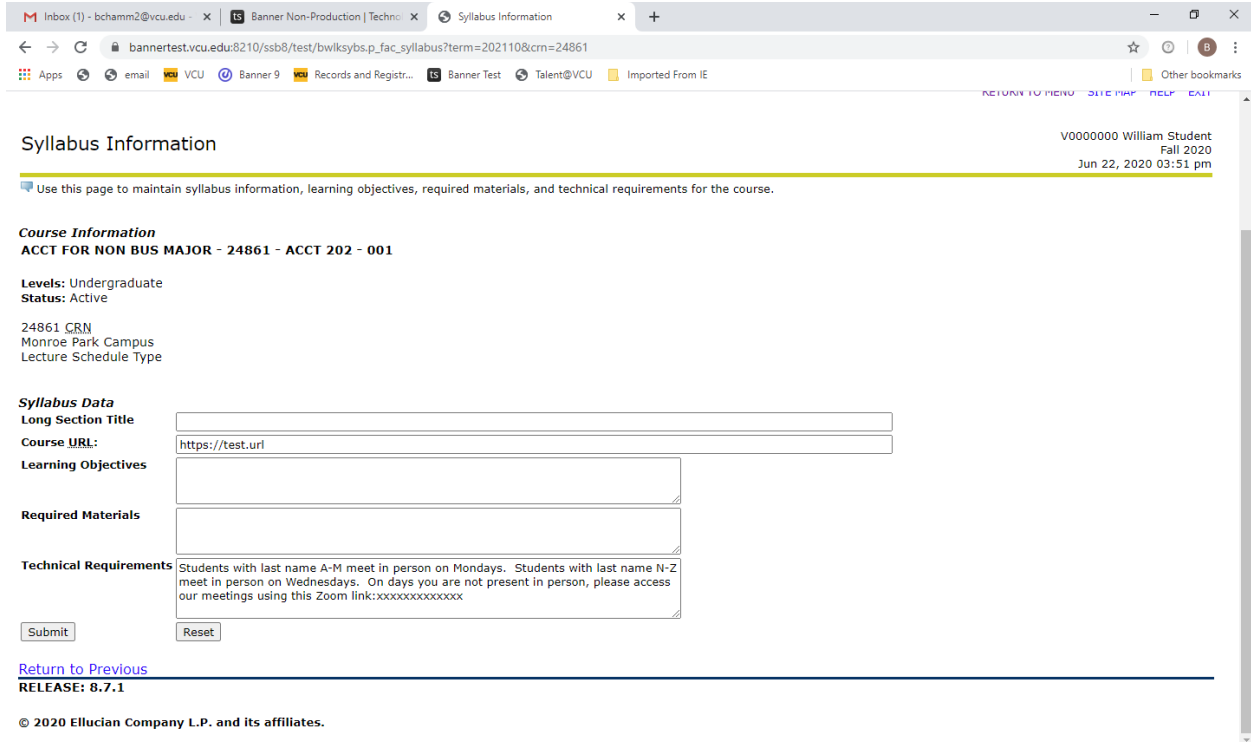
- Status: Active
- Available for Registration: Mar 24, 2020 - Aug 24, 2020
- College: School of Business
- Department: Accounting
- Part of Term: 1
- Course Credits: 3.000
- Course Levels: Undergraduate
- Campus: Monroe Park
- Override: No
- Syllabus: [Add](#)
- Rosters: [Classlist](#)
- Office Hours: [Add](#)

Below the course details, there is a section for 'Enrollment Counts' with a table:

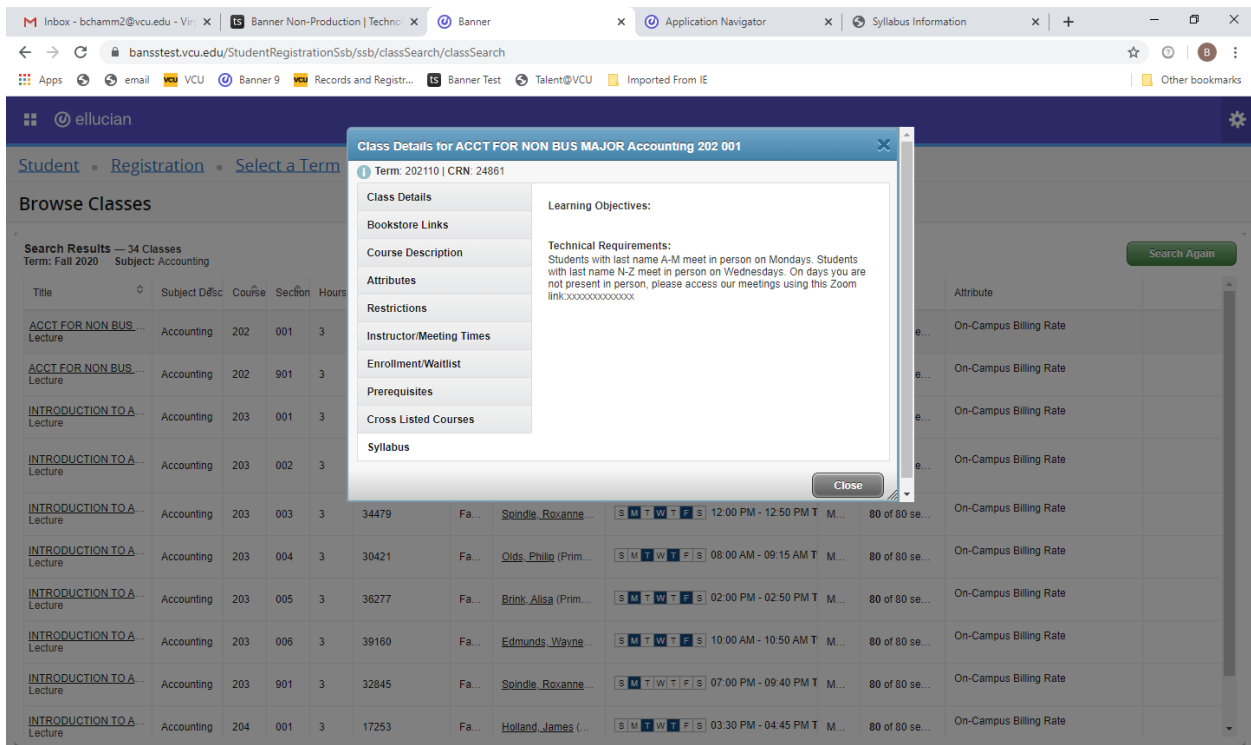
| | Maximum | Actual | Remaining |
|-------------|---------|--------|-----------|
| Enrollment: | 70 | 0 | 70 |
| Cross List: | 0 | 0 | 0 |

At the bottom, there is a section for 'Scheduled Meeting Times' with a table that is partially visible.

Once there, instructors can submit a Course URL to their syllabus as well any other detailed information they would like to add, ex. modality and meeting information.



Students will then be able to see the Syllabus Information when they drill down to see additional information about the course.



START STRONG: Faculty Guidelines for Creating a Safe Learning Environment

Developing your syllabus:

- VCU Standard syllabus guidelines available at <https://provost.vcu.edu/faculty/faculty-resources/syllabus/> contain additional sample syllabus statements related to the unique circumstances related to Covid 19.
- All faculty are asked to post their syllabi in Blackboard, Canvas, or some other learning management system, at least one week prior to the first day of class. Faculty can also post their syllabi in E-Services (attached directions will be a website link).

Send an email to all students prior to the first day of class addressing the following:

- Start with a brief self-introduction and let them know you designed your course to maximize learning, while staying flexible during this time.
- Remind your students we are all in this together.
- All students are required to complete the student onboarding training prior to return to campus ([https://rise.articulate.com/share/GhEPykTU4ojyq3jY00bM4yrh8C58S5o4#/\)](https://rise.articulate.com/share/GhEPykTU4ojyq3jY00bM4yrh8C58S5o4#/)
- Let them know you will follow VCU guidelines and must require all students to practice social distancing and wear a face mask following CDC guidelines.
- Any Monroe Park Campus student needing a medical exception to wearing a face mask should contact the [Student Accessibility and Education Office](#). MCV Campus students should contact the [Division for Academic Success](#).
- Students who cannot, or are unwilling to, comply with the social distancing and face covering requirements should speak with their advisor about the possibility of switching to a fully online course alternative if possible.
- You look forward to having them in class and you will also be wearing a face mask and practicing social distancing.
- Inform students if they are not wearing a face mask, they should contact their instructor and not come to class.
- Inform students if they do not come to class wearing a mask, they will be asked to leave immediately.
- Inform your students where to go if they need to request a temporary mask (VCU is planning to have some additional disposable masks in all campus buildings. More information to come from your unit's Return to Campus Coordinator regarding the specific location of temporary masks).

First day of class reminders:

- We are all in this together, and you too will be wearing a face mask and keeping social distance.
- Daily health survey:-VCU requires students to complete a daily five-second survey. Daily health monitoring is everyone's responsibility. A reminder email with a link to the health survey will be sent daily.

- To be effective, face masks must cover both your nose and mouth. Expect to be gently reminded to adjust your mask if you come to class with it not covering both nose and mouth.
- Students are required to wear face masks and practice social distancing in classrooms, labs, studios, hallways, elevators, restrooms, libraries, student-led study sessions, and all campus buildings. Face masks are recommended but may be removed while outside as long as physical distancing occurs.
- Any student who does not have a proper face covering should leave the class immediately.
- Inform students in advance if any student not wearing proper face covering refuses to leave class, you are required to dismiss the entire class immediately, and refer the non-compliant student to the Dean of Students office for possible disciplinary action. Any students referred to the Dean of Students may not return to class until they have met with the Dean of Students or designee.
- We should all be mindful that “not sharing is caring”. Students should not share calculators, cell phones, lab materials, studio equipment, tools, etc.
- Remind your students of the many resources shared in VCU’s Keep on Learning website <https://altlab.vcu.edu/rapid-response/students/>

Strategies for dealing with a non-compliant student during class:

1. While maintaining social distancing, approach the student and attempt to privately and discreetly ask them to put their mask on during class. If needed, remind them they can go to the building coordinator to request a mask. Ask them to leave class and return after they are wearing a proper mask.
2. If a student does not comply and wear a proper face covering, dismiss the class for the day and remind them of any course related materials available online.
3. Follow-up with an email to the non-compliant student stating you must refer the situation to the Dean of Students office for a possible student Code of Conduct violation. Inform the student they cannot return to your class until they wear the proper face covering.
4. Use the following reporting form to notify the Dean of Students office of the incident: https://cm.maxient.com/reportingform.php?VirginiaCommonwealthUniv&layout_id=0
5. Any student referred to the Dean of Students office may not return to class until they meet with a representative from the Dean of Student office.

Recommended Sample Syllabus Statements for Fall 2020

VCU Standard syllabus guidelines available at:

<https://provost.vcu.edu/faculty/faculty-resources/syllabus/>

Student responsibilities

(source: One VCU: Responsible Together available at:

<https://together.vcu.edu/students/>)

When we return, things will look and feel different as we take necessary steps to protect the well-being of our community. Here is what is expected of you:

1. **Monitor your health** daily. Testing will occur according to protocols.
2. **Wear a face covering or mask** in common areas, including class.
3. **Apply physical distance** guidelines to all settings.
4. **Clean and disinfect** personal and shared spaces before and after use. Cleaning supplies will be available in numerous locations.
5. **Report symptoms** associated with COVID-19 to VCU Student Health Services. A call center hotline will be available later in the summer.
6. **Not sharing is caring** during this unique pandemic. Please do not share calculators, tools, lab supplies, etc.

Following rules regarding face coverings or masks, cleaning and disinfecting, and physical distancing is required. Students will receive reminders for daily health monitoring. Staff in the Dean of Students office will be notified after incidents of non-compliance. Refusal to comply with rules can include progressive disciplinary action up to and including suspension, based on the [VCU Student Code of Conduct](#).

Requesting accommodations

(from One VCU: Responsible Together)

The university recognizes that some students who previously did not need Section 504 Academic Accommodations, and who have a qualifying condition or disability, may need support or assistance during the return to campus process. A modified approach for the temporary and more permanent need for accommodation has been developed and implemented to provide students with full access to programs and activities related to their academic majors. Because every case is different, student requests are evaluated on a case-by-case basis. Please share your need for an accommodation with the [Student Accessibility and Education Office](#), or for MCV Campus students, the [Division for Academic Success](#), after you have worked directly with your faculty member.

Health and well-being

(from One VCU: Responsible Together)

Navigating the anticipated stressors of daily life can often be challenging enough. When unexpected stressors emerge or when we are faced with uncertainty, it can be tough to know how to cope. Try out some of these [tips and resources for health and wellness](#) to see if they are a right fit for you.

Symptoms or Diagnosis: If an on-campus student identifies symptoms, has tested positive for COVID-19 or has come into contact with someone diagnosed with COVID-19, that student should contact [University Student Health Services](#). At that point, isolation should begin and contact tracing will be performed by Student Health Services. Symptoms will be monitored and the student should refer to a medical provider if symptoms worsen or be released from isolation after 14 days, if symptom-free.

Nondiscrimination policy

(from One VCU: Responsible Together)

VCU is committed to providing a safe, equitable and inclusive environment for all its employees, patients and students. Discrimination or discriminatory harassment is not only unlawful, it is harmful to the well-being of our university community. Our university's core values, specifically those related to diversity and inclusion, have withstood many difficult situations and trying times, and they will not falter now.

Reports of discrimination, bullying, harassment and/or stereotyping of persons of color or those impacted by COVID-19 or otherwise, will not be tolerated. Be assured that VCU will make every effort to address and prevent the occurrence of unlawful discrimination and, if necessary, take prompt and appropriate action to remedy and prevent its reoccurrence. Every member of our community is asked to:

- Become familiar with the university's policies on [Preventing and Responding to Discrimination](#) and [Duty to Report and Protection from Retaliation](#) in the VCU Policy Library.
- Consult [with Equity and Access Services](#) or [VCU Human Resources](#) for additional guidance on how to file a report of discrimination.
- Contact the [Office of Institutional Equity, Effectiveness and Success](#) (IES) on how to address and maintain a culture of inclusion.
- Encourage individuals who may need an ADA accommodation for a known or newly acquired disability, to contact the ADA/504 Coordinator in [ADA Services](#).
- Bookmark and share information on university or community agencies that offer support or services, such as [VCU's Counseling Services](#) or [Ombudsperson](#).
- Explore training and educational opportunities on diversity and inclusion at [IExcel Education](#) and through the [Office of Institutional Equity, Effectiveness and Success](#).

- Offer nonjudgmental support and empathy to those affected by current events and this health crisis.

Sample inclusive statement from instructor

I want you to know that I am grateful for your presence and input in our classrooms (whether in person or online). I appreciate and welcome you regardless of your immigration status, country of origin and/or citizenship, race, ethnicity, religious affiliation, gender/sex, gender identity, sexual orientation, age, or dis/ability. Thank you for enriching our world, sharing your vital experience, and contributing to the diversity that makes our intellectual community vibrant and evermore creative.

Tips for Success:

- When taking online and hybrid courses, your self-motivation and self-pacing are absolutely critical. For this course, you should plan to work about 7-9 hours per course module as we move through the materials. Be sure to plan your time accordingly.
- Make yourself a calendar with all of your due dates across ALL of your courses. Plan for when you will work on each one for completion in advance of the due dates.
- Make sure you note any “online” course that still have a required meeting time (such as a Google Meet or Zoom session).
- Avoid the common assumption that online courses are easier or should be easier. **That is a MYTH!!**
- Plan Ahead!! Study as you go instead of at the last minute!

Where to post questions

Questions of general interest should first be posted to the discussion board (only if they have not already been answered) so that other students can benefit from the response or have an opportunity to respond to your question. Only questions of a private nature should be communicated to me through email. When sending a message to me, please *allow a minimum of 24 hours for a response*. Most of the time I will respond much faster, but sometimes meetings and other courses take over my schedule.

Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community. The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.

- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as 😊 can be helpful to convey your tone but do not overdo or overuse them.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your academically informed opinion.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable (adapted from [UWSP](#))

Be Proactive in Communication with Instructor

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

(adapted from [UWSP](#))

VCU Honor System

VCU recognizes that honesty, truth, and integrity are values central to its mission to advance knowledge and student success both in the world VCU students will enter, or return to, once they have graduated and in the university community as a microcosm of that world. In a community devoted to learning, a foundation of honor must exist if that community is to thrive with respect and harmony. Therefore, all members of the university community must conduct themselves in accordance with the highest standards of academic honesty, ethics, and integrity at all times. (from <https://conduct.students.vcu.edu/vcu-honor-system/>)