Philosophy Department Suggestions on University Syllabus Requirements for Academic Years 20-21

At the start of Fall 2020, the department chair built on suggestions of its faculty to construct this worksheet for adapting syllabi to reflect Sac State's new Course Syllabus Policy (Interim). Please use/adapt as appropriate, noting how the underlined text is lifted from the policy, while the non-underlined text is from the chair and other faculty.

All course syllabi shall include the following components:

A. Course title and number, course description, and student learning objectives,
   1. I already have this.
B. The instructor's name, CSUS contact information (email address and/or phone number), regularly scheduled office hours (include Zoom web address and Zoom call in number) and other ways the student may interact with the instructor outside of class, detailed information related to course meeting schedule with Zoom information – call in number and web information (details on synchronous, asynchronous, or hybrid):
   1. I am rewriting an existing paragraph to contain the italicized text: "**Instructor:** Russell DiSilvestro. Best contact option: Canvas "Conversations"—expect a response by the next business day; expect grading/feedback within 3 business days. Other contact options: email (rdisilv@csus.edu), office phone (916.278.6766; voicemail checked M-F 9am), *virtual office hours (although this course is fully Asynchronous I am available for synchronous conversations during Zoom using a waiting room structure, Monday-Friday 9-10am or by appointment: https://csus.zoom.us/j/97564568649 or meeting ID 975-6456-8649.*"
C. For the **very few** classes that **must** have live access to a webcam (e.g. American Sign Language (ASL) courses, theater and dance courses), it **must** be made explicitly clear in the syllabus that access to a live webcam is required (please note, approval from the Department and College Dean is required for classes to require live access to a webcam),
   1. Not applicable to most philosophy classes, especially asynchronous ones.
D. A list of required texts and instructional materials to be used throughout the course, including technology requirements (e.g. access to specific software applications),
   1. I put Chong's 'tech requirements' and 'tech support' content in a new section series at the end of my syllabus (below).
E. Attendance Policies
   1. Include a description of how course attendance policies will be adjusted so as not to penalize students who become ill or are placed under quarantine during the COVID-19 pandemic,
   2. This is less applicable to asynchronous courses, but I am adding 'exceptions' to a new section series at the end of my syllabus (below).
F. Grading Policies

1. Include a description of how course assignments (late work, due dates) will be adjusted so as not to penalize students who become ill or are placed under quarantine during the COVID-19 pandemic,
2. See my response to point E.

G. Description of Zoom netiquette expectations and/or face-to-face classroom expectations, specific to the course, for faculty and students that contribute to an inclusive and respectful culture consistent with the Hornet Honor Code,
   1. This is less applicable to asynchronous courses, but I am adding 'etiquette/netiquette' to a new section series at the end of my syllabus (below).

H. Statement regarding availability of disability services, Student Health and Counseling Services, and CARES resources for basic needs,
   1. I put this in a new section series at the end of my syllabus (below).

I. Information regarding how to self-diagnose and direction not to come to campus if sick,
   1. I put this in a new section series at the end of my syllabus (below).

J. Information regarding using the mobile app for coming on campus
   1. I put this in a new section series at the end of my syllabus (below).

Other Course and University Policies:

Etiquette/Netiquette: All of us involved in this course should conduct ourselves in ways consistent with the Hornet Honor Code.

Academic Honesty: Students should conduct themselves with respect for others and perform their work with intellectual integrity and honesty, which includes giving proper attribution to sources. Each instance of academic dishonesty (e.g., plagiarism, cheating on an exam, etc.) will result a score of 0 (not just a failing grade) for that assignment/test and, if necessary, referral to the department and college for disciplinary procedures consistent with the Academic Honesty Policies articulated in the University Policy Manual. Procedures for reporting and imposing sanctions are described in detail at: http://www.csus.edu/umanual/student/stu-0100.htm.

Exceptions: Although attendance is not a relevant issue in an asynchronous course, late work for good cause such as medical or family emergencies (including COVID-19 related reasons like illness or quarantine) may be excused on a case-by case basis, typically with advance written notice and appropriate documentation.

Tech Requirements:
- ✓ Canvas: Most versions of Internet Explorer, Firefox, Chrome, and Safari, support the use of Canvas. To view specific Operating System and Browser compatibility with Canvas, please refer to: https://community.canvaslms.com/docs/DOC-10720.
- ✓ Zoom: You can download Zoom and find more information about using Zoom here: https://www.csus.edu/information-resources-technology/zoom/student-resources.html .
- ✓ PowerPoint: If you do not have access to PowerPoint, you can download it for free here (scroll down to PowerPoint and click on "Access Online or Download from Office365"):

https://www.csus.edu/information-resources-technology/software-catalog/#business-productivity .

✓ If you experience difficulties with your computer or connecting to the campus networks please contact the Information Resource Technology (IRT) Service Desk by e-mail: servicedesk@csus.edu or phone (916) 278-7337.

✓ For information about their complete services visit: http://www.csus.edu/irt/ServiceDesk/.

Tech Support: If you need technical assistance, including with devices or WiFi access, here are some helpful links for the Information Resources and Technology office:

✓ During the Covid-19 campus closure, laptops can be checked out for long-term, remote use, as specified here: https://www.csus.edu/information-resources-technology/teaching-learning/laptop-checkout.html.

✓ Other assistance, such as information on WiFi Access, can be found here: https://www.csus.edu/information-resources-technology/remote-learning/

Reasonable Accommodation: Any student with a documented disability who requires assistance or academic accommodations should contact the Office of Services for Students With Disabilities (SSWD) (Lassen Hall 1008) immediately to discuss eligibility. An appointment can be made by calling 916-278-6955 (Phone) 916-278-7239 (TDD). You may also contact them by email: sswd@csus.edu. For a complete listing of their services visit the SSWD website at: http://www.csus.edu/sswd/. Please inform the professor of any necessary accommodations.

Covid-19 Instructions and Support: In general, see the university's website [COVID-19 Information and Resources at Sacramento State](#) , and if you are planning to come to campus, check the Sac State Mobile App for the latest COVID-19 protocols. If you are sick, stay home and do not attend class. Notify your instructor. If you are experiencing any COVID- like symptoms (fever, cough, sore throat, muscle aches, loss of smell or taste, nausea, diarrhea, or headache) or have had exposure to someone who has tested positive for COVID contact Student Health & Counseling Services (SHCS) at 916-278-6461 to receive guidance and/or medical care. You are asked to report any possible COVID related illnesses/exposures to SHCS via this link [COVID-19 Illness/Exposure Report Form](#). Expect a call from SHCS within 24 hours.

Student Health & Counseling Services: Student Health and Counseling Services staff are available for virtual and in-person services. During this public health crisis and extended period of limited physical or social interaction, if you need counseling or other physical or mental health services, you should not hesitate to reach out to the Student Health and Counseling center. For helpful information and access to their services visit their website at: https://www.csus.edu/student-life/health-counseling/.

Basic Needs Support: If you are experiencing challenges with food, housing, financial or other unique circumstances that are impacting your education, help is just a phone call or email away! The CARES office provides case management support for any enrolled student. Email the

CARES office at cares@csus.edu to speak with a case manager about the resources available to you. Check out the CARES website.

Other University Support and Services:
- ✓ Academic Advising: https://www.csus.edu/student-life/academic-advising/
- ✓ Dreamer Resource Center: https://www.csus.edu/student-affairs/centers-programs/dreamer-resource-center/
- ✓ Martin Luther King Center: https://www.csus.edu/student-affairs/centers-programs/mlk-scholars/
- ✓ Multicultural Center: https://www.csus.edu/student-affairs/centers-programs/diversity-inclusion/multicultural-center.html
- ✓ Peer and Academic Resource Center: https://www.csus.edu/student-affairs/centers-programs/peer-academic-resource/
- ✓ Reading and Writing Center: https://www.csus.edu/undergraduate-studies/writing-program/reading-writing-center.html
- ✓ Student Success Center: https://www.csus.edu/college/health-human-services/student-success/