

# Faculty and Instructional Information/FAQ for Conduct of Fall 2020

7/31/2020

## 1. What has changed on the academic calendar for fall?

The fall semester and all instruction will begin as planned on August 24. The Labor Day holiday on Monday, September 7, is still in effect. Fall Holiday, which was scheduled for October 8-9, is canceled. After the Thanksgiving Holiday, which will be held November 25-27, all remaining class meetings, as well as final exams/assessments, will be held online/remotely. Per University policy and as outlined in the General Catalog, final exams/assessments are required in all courses. Specific details can be found [here](#).

## 2. What will classes look like this fall?

Classes of more than 100 students will be held online/remotely. Classes with between 11-99 students will be conducted as hybrid classes, unless the instructor of record has arranged to teach it otherwise. Classes with 10 or fewer students will meet without any modifications unless the instructor of record has arranged otherwise.

## 3. When should faculty begin communicating with their students?

In the week leading up to the beginning of classes, faculty should begin email communication with their students letting them know the plan for their specific class. Extra care will need to be given to communications in light of the fact that most students will have a mix of online and hybrid classes. The plan for managing hybrid courses should be delineated clearly up front so that unintentional crowding of classrooms the first couple of days does not occur.

## 4. What percentage of students are allowed in a classroom at once?

Classrooms will abide by a maximum 50% occupancy rate. This means there will typically be only enough seats for 50% of your students, underscoring the need for early communication (see point 3 above).

## 5. How will face coverings and physical distancing be accomplished?

Face coverings will be required, classroom lecterns will be situated more than six feet away from student seating, Plexiglass shields are provided in all general purpose classrooms, and there will be enhanced cleaning throughout the buildings. One-way hallways and planned ingress and egress from classrooms will dictate traffic flow, to help with physical distancing. Signage will be in place.

**6. Are face masks required?**

All students, faculty and staff are required to wear a face mask or cloth. LSU will provide one LSU-branded cloth face covering to each employee and student returning to the physical campus this fall. Additional CDC guidance on facemasks can be found [here](#).

**7. Can faculty ask a student to leave the classroom if not wearing a face covering?**

Faculty can ask students who are not wearing facemasks/cloths in the classroom to leave and they can be referred to Dean of Students for violation of the Student Code of Conduct and University Policy through the CARES system.

Failure to comply would result in the student being in violation of the following, which would be addressed via the university's conduct process: [LSU Student Code of Conduct](#): 10.2.I. Failure to Comply. Defying the order or instruction of a University official, other authorized person on behalf of the University or any University policy, contract, mandate or rule. Additional guidance on this is forthcoming.

**8. Is there any language faculty can use to include in their syllabi regarding the enforcement of face coverings?**

A syllabus statement has been approved by the Faculty Senate Executive Committee and should be provided on syllabi for any classes that will involve face-to-face meetings.

COVID-19 Statement

We remain under pandemic conditions and expect to be in this state for the entire semester. In order to consistently provide the highest quality LSU education, all students should follow current LSU guidelines. These include the following:

1. If you have any signs of illness, do not come to class.
2. In order to protect all campus community members, the University requires everyone to wear facemasks/cloths on campus. Failure to do so is a violation of the code of student conduct.
3. Wash hands with soap and water or clean with sanitizer frequently, and refrain from touching your face.
4. If you have to cough or sneeze unexpectedly, please be mindful of others nearby and cough or sneeze into your elbow or shield yourself the best you can.
5. If you have been exposed to others who have tested positive for COVID-19, self-quarantine consistent with current [CDC guidelines](#).

**9. Are there any other items that are recommended for faculty syllabi?**

The following syllabus statements are also strongly recommended:

**Daily Symptom Checker:**

You are required to respond to a daily symptom check request sent via email or text message each morning. Completing the symptom checker will take approximately one to two minutes. Once you have provided information about your symptoms, you will be given feedback on whether or not you are certified to return to campus and attend your classes. Additionally, if you test positive for COVID-19, you are required to report it in your daily symptom checker application.

**Resources for Students:**

Your health and safety are LSU's top priority. If you are feeling ill or overwhelmed with anxiety, please contact the [LSU Student Health Center](#) for medical advice and mental health support. General health care and mental health support are available for all enrolled students through telehealth appointments.

**Unexpected Changes to Courses:**

Faculty should also note on syllabi that due to the unpredictable nature of the situation, the format of the course and/or requirements may be forced to change, and if this is the case that students will be given appropriate notification.

**10. How will student workspaces be cleaned before and after each use?**

Students are responsible for wiping their desks and chairs before and after each use. Cleaning supplies will be supplied to each classroom. Faculty should also remind students to wipe down their spaces before and after use.

**11. Will classes need to have seating charts for students to support contact tracing?**

Seating charts are strongly encouraged to facilitate contact tracing efforts and faculty should remind students to sit in the same place each class.

**12. Do faculty need to record their lectures for each class?**

Faculty should record lectures to accommodate those who either by design (e.g. hybrid courses) or by legitimate excuse under [PS 22](#) are not in class. The available recording platforms have settings to prevent the recordings from being illicitly downloaded. Faculty determine the length of time these are made available, but they should be available for a reasonable enough length of time to facilitate make-up work. The University has no intention of further using any recorded lectures.

**13. What platform does LSU advise for video and audio conferencing?**

If you are webcasting live from your classroom, we recommend the use of Zoom. Zoom is now being installed in all multi-media, registrar-scheduled classrooms (not departmentally owned machines). Find a list of those classrooms [here](#). Faculty can utilize Panopto for a prepared lecture capture, which is also installed in those classrooms. All three video options available

have the ability to prevent student downloading of videos; faculty must select their preferred settings. Faculty control the length of time the recordings are available during the semester, and should be prepared to accommodate reasonable requests from students with legitimate excuses under PS 22. Find guidance on which video tool to use for which teaching activity by going [here](#).

**14. Do lectures need to be captioned?**

Yes, all recorded lectures must also be captioned after the recording. This is in accordance with previously established university-wide digital resources and content accessibility regulations, PS 26 and PS 31. Resources to make materials accessible can be found [here](#).

**15. Where can faculty find support to prepare their fall courses?**

If you need support in getting your blended/hybrid or online course ready for fall, please find our support options available [here](#), where you can also request a template for your course.

**16. Will the testing center be open for use?**

The LSU Testing Center in Himes Hall will not be open for computer-based testing. Information on paper and pencil testing spaces on campus will be forthcoming.

**17. Will ProctorU be utilized for assessments?**

ProctorU, a fee-based online proctoring service, is available for use. If a faculty member intends to use it, this needs to be noted on the syllabus from the beginning of the semester. Faculty must familiarize themselves with the significant limitations of this service. Faculty should be prepared to accommodate students unable to use ProctorU due to hardware, software, connectivity, or financial limitations.

**18. Must my materials meet accessibility requirements?**

Online and digital teaching materials should meet accessibility requirements outlined by federal law and University policy. Resources to make materials accessible can be found [here](#).

**19. What if a student is high-risk and requests to have an all web-based course load?**

If a student indicates they cannot attend a class for the semester because they are in a high-risk category or are risk averse, they can be directed to an academic counselor to assess the feasibility of constructing a schedule that is completely online. A fully online schedule cannot be guaranteed for everyone due to the extreme variability in individual cases. Faculty are encouraged to make every effort to accommodate the needs of these students through livestreaming and/or recording lectures.

**20. Will international students have to quarantine after arriving in the United States?**

International students must self-quarantine for 14 days upon arrival in the United States. For those not able to arrive in advance of August 24, the first day of class, faculty should prepare to support those students remotely for classes that require in-person instruction.

**21. How should faculty formulate their attendance policy?**

Faculty should closely review their attendance policies so as not to inadvertently incentivize students to come to class if they are sick and to not penalize students in other ways due to the unique circumstances the pandemic has created.

**22. How should office hours be offered?**

Virtual office hours are strongly encouraged.