

**University of Southern Indiana
2021-2022 Academic Affairs Guidance**

As we prepare for the start of the next academic year while still in the midst of a global pandemic, we are thankful for the efforts of faculty members in adapting their classes starting in March 2020 and continuing during the 2020-2021 academic year. We gratefully acknowledge the hard work of faculty in developing online content, exploring creative approaches to teaching, and adjusting class sizes, schedules, and delivery methods. This document is meant to provide faculty members with updated relevant classroom and teaching information and student expectations, student resources and safety protocols. Faculty members who are unable to return to campus due to their own serious health conditions should consult with their supervisor or directly with the University of Southern Indiana's Office of Americans with Disability Act (ADA) for disability accommodations. Faculty members who are unable to return to campus should consult with their supervisor or directly with the University of Southern Indiana's Office of Americans with Disability Act (ADA) for disability accommodations.

A Medical Accommodation Certification form, which is available on the University of Southern Indiana's website, should be completed by an employee and his/her respective medical provider.

Exams

Faculty members teaching online courses (.NO, .NS, .ND, and .AO sections) are expected to administer online assessments. If an in-person, on-campus assessment is necessary, faculty members are expected to schedule rooms through [Scheduling Services](#).

Exam Proctoring

Proctorio is an online proctoring service that is available for all courses regardless of modality. For more information about Proctorio best practices, requesting and setting up Proctorio in Blackboard, viewing Proctorio's grade book, and other resources including syllabi statements, please visit the Exam Proctoring with Proctorio section under the [Faculty Resources page](#) on Online Learning's website.

Assessment Days

Assessment Days in the fall and spring schedules will be retained as scheduled for program assessment.

Breaks

The 2021-2022 academic calendar will retain the regularly scheduled breaks in the semester, including Labor Day, Fall Break, Thanksgiving break, and MLK Day, Good Friday, and Spring Break.

Final Exams

All courses are required to meet for the final exam period and faculty must adhere to the final examination schedule found on the [Registrar's Office website](#).

Online Materials and Recordings

It is anticipated that faculty will likely have more course content available to students in an online environment. Additionally, many faculty members may be planning on using Zoom or other videoconferencing platforms for their courses and uploading recordings of the session online. If the

Recorded Class Sessions

Some of the sessions in this course may be recorded or live-streamed. Such recordings/streaming will only be made available to students registered for this class. Students may not share these sessions with others not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).

If you have students receiving extra time on exams as an accommodation through Disability Resources, you will need to increase the testing time for the student. This short [video](#) explains how to how to do so.

Other testing accommodations students may need (i.e. technology, large font, etc.) will be the student's responsibility. If you or your students have questions, please contact Disability Resources at 812-464-1961.

Library

Faculty members are recommended to have a [statement](#) on their syllabi addressing safety in the classroom. See these suggestions on how [faculty can promote compliance with safety guidelines](#).

Safety Syllabus Statement

COVID-19 Safety

The University of Southern Indiana is committed to providing a safe, on-campus learning environment for students and employees. It is the responsibility of each person at USI to reduce the risk for COVID-19 transmission and contribute to the overall safety of the campus community.

As a student and a member of the USI community, you are expected to:

- 1. Self-monitor for COVID-19 symptoms and report to a medical professional if you experience a fever of 100 °F or higher, a dry cough, difficulty breathing, chills, fatigue, muscle pain, headache, sore throat, nausea or vomiting, diarrhea, or loss of taste or smell;*
- 2. Use hand sanitizer when entering and leaving the classroom;*
- 3. Clean your classroom desk area before and after class and clean any materials and equipment you used as directed by your instructor;*
- 4. Wear a face covering in the classroom and in university buildings, regardless of vaccination status, and until further notice.*

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